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Eastern Bengal AND Assam Police Manual

*Prepared by the Inspector General of Police under the orders of the
Government of Eastern Bengal and Assam in 1911*

PART III

RESERVE, ORDNANCE, CLOTHING, GUARDS AND
ESCORTS



CALCUTTA
SUPERINTENDENT GOVERNMENT PRINTING, INDIA
1912

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Eastern Bengal

AND

Assam Police Manual

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PART III

RESERVE, ORDINARY, CITIZEN, GUARDS AND
SCOUTS



GOVERNMENT OF EASTERN BENGAL AND ASSAM
SUPERINTENDENT GOVERNMENT PRINTING, CALCUTTA
1911

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REFERENCE TABLE.

TABLE I.—Showing where the rules of the Eastern Bengal and Assam Police Manual are to be found in the Bengal Police Code, and Assam Police Manual.

Abbreviations used in the table.—{ Chap.=Chapter.
P. C.=Police Code.
App.=Appendix.

NOTE.—Opposite the number of each rule in the revised manual has been given the numbers of the corresponding rule in the old code or manual, even though, owing to alterations made, the rule no longer agrees exactly with the rule in the new manual.

Reference to Eastern Bengal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Assam Police Manual.
1 (a) (b)	New.	New.
„ (c)	Chap. VIII, Rule 1 (i)	Chap. VIII, Rule 1.
2	„ „ „ 1 (ii), (iii), (iv)	„ „ „ 3.
3	„ „ „ 2	„ „ „ 2.
4	New	New.
5	„	„
6	„	„
7	„	„
8	„	„
9	„	„
10	„	„
11	Chap. VIII, Rule 50 (a)	„
12	New	„
13	Chap. VIII, Rule 50 (e)	„
14	New	„
15	„	„
16	Chap. VIII, Rule 5 (a)	Chap. VIII, Rule 5 (a).
17	„ „ „ 5 (b), (c), (d), (f)	„ „ „ 5 (b) to (e).
18	„ „ „ 5 (g)	„ „ „ 5 (f) (g).
19 (a)	„ „ „ 5 (i) (j)	New.
„ (b)	New	„
„ (c)	„	„
„ (d)	„	„
20	Chap. VIII, Rule 5 A	„
21	„ „ „ 6 and 7	Chap. VIII, Rules 6 and 7.
22	„ „ „ 8 (b)	„ „ „ 8 (a).
23	„ „ „ 9	New.
24	„ „ „ 10	Chap. VIII, Rule 9.
25	„ „ „ 13	„ „ „ 12.
26	New	New.
27	Chap. VIII, Rule 11	Chap. VIII, Rule, 10.
28	New	New.
29	Chap. VIII, Rule 12	Chap. VIII, Rule 11.
30	New	New.
31	„	„

TABLE I—continued.

Reference to Eastern Bengal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Assam Police Manual.
32	Chap. VIII, Rule 67 . . .	Chap. VIII, Rule 57.
33	New . . . 16 . . .	New.
34	Chap. VIII, Rule 20 . . .	Chap. VIII, Rule 14 (a), (b).
35	" " " 36 . . .	" " " 14 (c) to (h).
36	" " " 20 . . .	New.
37	New . . .	"
38	" . . .	"
39	" . . .	"
40	" . . .	"
41	" . . .	"
42	" . . .	"
43	" . . .	"
44	" . . .	"
45	Chap. VIII, Rule 8 . . .	"
46	" " " 79 . . .	"
47	New . . .	"
48	" . . .	"
49	" . . .	"
50	Chap. VIII, Rule 28 (h) (i), 33 . . .	"
51	" " " 27 A, 28 (j) . . .	"
52	" " " 29 . . .	Chap. VIII, Rule 23.
53	New . . .	New.
54	Chap. VIII, Rule 27 A (b) . . .	Chap. VIII, Rule 35.
55	" " " 43 (f) . . .	" " " 30.
56	" " " 36 . . .	" " " 23.
57	" " " 27 A (d) . . .	" " " "
58	Chap. VIII, Rule 27 A (e) (vi) . . .	" " " "
59	New . . .	" " " 27 (a).
60	Chap. VIII, Rule 33 (b) . . .	New.
61	" " " 27 B . . .	Chap. VIII, Rule 24 (b).
62	" " " 30 (b) . . .	" " " 37.
63	New . . .	New.
64	Chap. VIII, Rule 42 (c) . . .	"
65	New . . .	Chap. VIII, Rules 33, 34.
66	Chap. VIII, Rule 40 . . .	" " " 22.
67	" " " 28 (a) to (j) . . .	" " " 36.
68	" " " 41 . . .	" " " 36 (vi).
69	" " " 41 . . .	" " " 29.
70	" " " 35 . . .	New.
71	" " " 38 and 39 . . .	"
72	" " " 23 . . .	"
73	New . . .	"
74	" . . .	"
75	" . . .	"
76	Chap. VIII, Rule 22 . . .	Chap. VIII, Rule 16.
77	XIII, " 1 (a), (b) . . .	" XIII, " 1 (a), (b).
78	New . . .	New.
79	Chap. XIII, Rule 3 (a) . . .	Chap. XIII, Rule 3 (a).
80	New . . .	New.
81	Chap. XIII, Rule 10 . . .	Chap. XIII, Rule 8.

TABLE I—continued.

Reference to East- ern Ben- gal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Assam Police Manual.
82	Chap. XX, Rule 10	Chap. XIII, Rule 3.
83	" XIII, " 11	" " " 9.
84	" " " 17	" " " 15.
85	" VIII, Rule 51 (d) and	" " " 12.
86	" XIII, " 17	Chap. XIII, Rule 12 (g).
87	" XIII, " 14 (f)	" " " 2.
88	" " " 2	" VIII, Rule 43 (a).
89	" VIII, " 51 (a)	" " " 43 (b).
90	" " " 51 (b)	" XIII, " 11 (b).
91	" XIII, " 13 (b)	New.
92	New	Chap. XIII, Rule 17.
93	Chap. XIII, Rule 19	New.
94	New	Chap. XIII, Rule 4.
95	Chap. XIII, Rule 4	" " " 19.
96	" " " 21	" " " 26.
97	" VIII, " 32	New.
98	New	" Chap. VIII, Rule 54.
99	"	New.
100	Chap. VIII, Rule 64	"
101	" IV, " 38	Chap. VIII, 49 (d).
102	" " " "	New.
103	" " " "	"
104	New	Chap. VIII, Rule 48 (a) (b).
105	Chap. VIII, Rule 57	" " " " (c).
106	" " " 57	New.
107	" " " 42 A.	"
108	New	Chap. VIII, Rule 49.
109	Chap. VIII, Rule 59	New.
110	" " " 58	Chap. VIII, 49 (d).
111	New	New.
112	"	Chap. VIII, Rule 51 (a).
113	P. C. Form No. 136	New.
114	Chap. VIII, Rule 61	Chap. VIII, Rule 63.
115	New	New.
116	"	"
117	Chap. VIII, Rule 17 (a)	"
118	" " " 17 (a) (ii)	"
119	" " " 17 (b)	"
120	" " " 17 (d) (e)	Chap. VIII, Rule 60 (a), 62.
121	" " " 17 (f)	New.
122	New	"
123	Chap. VIII, Rule 17 (f)	"
124	New	Chap. VIII, Rule 63.
125	Chap. VIII, Rule 18	New.
126	" " " 17 (a) (iii)	"
127	Chap. VIII, Rule 19	"
128	" " " 19 (viii), (ix)	"
129	" " " 19 (x)	Chap. VIII, Rule 66.

TABLE I—continued.

Reference to East- ern Bengal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Assam Police Manual.
130	Chap. VII, Rule 19 (i to vi), (xi), (xii).	Chap. VIII, Rule 67.
131	New	New.
132	Chap. VIII, Rule 19 (xxii)	"
133	New	"
134	"	"
135	Chap. VIII, Rule 19 (xiv)	Chap. VIII, Rule 70.
136	" " " 19 (xv)	New.
137	" " " 19 (xx)	"
138	" " " 19 (xvi)	Chap. VIII, Rule 68.
139	" " " 19 (xvii)	New.
140	" " " 19 (xviii)	"
141	" " " 27	Chap. VIII, Rule 21.
142	" " " 25	" " " 19.
143	" " " 73	" IV " 55.
144	" " " 74	" " " 56.
145	" " " 21	" VIII " 15.
146	" " " 43 (a) to (e)	" " " 39.
147	" " " 76	" IV, " 54.
148	" " " 54 A	New.
149	" " " 20 A	"
150	" " " 56	Chap. VIII, Rule 47.
151	" " " 80	" IV, " 76.
152	New	New.
153	Chap. VIII, Rule 54	Chap. VIII, Rule 45.
154	New	New.
155	Chap. VIII, Rule 26	Chap. VIII, Rule 20.
156	New	" " " 71.
157	Chap. VIII, Rule 68	" " " 58.
158	New	" " " 38.
159	"	New.
160	"	"
161	"	Chap. XVIII, Rule 14.
162	"	New
163	"	Chap. III, Rule 10.
164	"	New.
165	"	"
166	"	"
167	Chap. XX, Rule 2 (a)	"
168	" " " 3	"
169	" " " 4	"
170	" " " 6	"
171	" " " 6 (d)	"
172	" " " 4 (e)	"
173	" " " 5	"
174	" " " 7	"
175	" " " 9	"
176	" " " 11	"
177	New	Chap. IX, Rule 20.

TABLE I—continued.

Reference to East- ern Ben- gal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Assam Police Manual.
178	New	Chap. IX, Rules 20 and 24.
179	Chap. IX, Rules 16, 17, 18, 19	" " " 10, 15.
180	" " " 9, 11 and 12, 16	" " " 4, 22, 23, 9, 17 (b) (c) (d).
181	" " " 18	" " " 25 and 23, 24.
182	New	New.
183	Chap. IX, Rule 18A	"
184	" " " 36	Chap. IX, Rule 11 (a).
185	" " " 9	" " " 5, 11 (b).
186	" " " 19 (i)	New.
187	New	Chap. IX, Rule 17 (a).
188	Chap. IX, Rule 3	" " " 1.
189	" " " 4	New.
190	" " " 5	"
191	New	"
192	Chap. IX, Rule 6	Chap. IX, Rule 2.
193	" " " 22	New.
194	New	"
195	} New	"
200		"
201		"
202	Chap. IX, Rule 14	Chap. IX, Rule 19.
203	" " " 13	New.
204	" " " 15	"
205	" " " 24	"
206	" " " 25	"
207	New	"
208	Chap. IX, Rules 37, 38	"
209	" " " 26	Chap. IX, Rule 29 (b), (c).
210	" " " 27	" " " 29 (d).
211	" " " 32	" " " 8.
212	" " " 30	New.
213	" " " 28	Chap. VII, Rule 13.
214	New	" " " 14.
215	Chap. IX, Rule 31	New.
216	" X, Rule 1 (d)	Chap. X, Rule 10.
217	" " " 1 (e)	" " " 11.
218	New	New.
219	Chap. X, Rule 4	"
220	" " " 4	Chap. X, Rule 51 (a).
221	" " " 5	" " " 51 (d).
222	" " " 6	New.
223	" " " 1 (f)	Chap. X, Rule 12.
224	New	New.
225	Chap. X, Rule 1 (h)	Chap. X, Rule 13.
226	" " Part II, Rule 1	" " " 19.
227	" " " 2	" " " 17 (b).
228	" " " 2	" " " 18.
229	" " " 3 (a)	" " " 20.
230	" " " 3 (b)	" " " 28.

TABLE I—continued.

Reference to Eastern Bengal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Assam Police Manual.
231	Chap. X, Part II, Rule 3 (c) .	Chap. X, Rule 31.
232	" " " " " " .	" " " 33.
233	New	" VIII, " 71 and Chap. X, Rule 33.
234	Chap. X, Part II, Rule 3 (d) .	New.
235	" " " " 4 (a) .	Chap. X, Rule 37 (a) (b).
236	" " " " 4 (b) .	New.
237	" " " " 4 (c) .	"
238	" " " " 4 (d) .	"
239	" " " " 4 (e) .	Chap. X, Rule 38.
240	" " " " 5 .	New.
241	} " " " " 6 .	" (See Chap. X, Rules 40 and 42.)
to		
245		
246	" " " " 7 .	New.
247	" " " " 7 (a), (b) .	Chap. X, Rule 29.
248	" " " " 7 (d) to (k) .	" " " 29.
249	" " " " 8 .	" " " 36.
250	New	New.
251	" " " " .	"
252	Chap. X, Part II, Rule 9 .	"
253	" " " " 10 .	"
254	" " " " 11 .	Chap. X, Rule 35.
255	" " " " 12, 13 .	" " " 34.
256	" " " " 14 .	" " " 25.
257	" " " " 15 .	" " " 27.
258	" " " " 16 .	New.
259	" " " " 18 .	Chap. X, Rule 44.
260	" " " " 19 .	" " " 24.
261	" " " " 25 .	New.
262	" " " " 26 .	"
263	" " " " 27 .	"
264	New	"
265	Chap. XI, Rule 2 .	Chap. XI, Rule 2.
266	" " " " 1 .	" " " 1 (a).
267	New	" " " 1 (b).
268	Chap. XI, Rule, 3 (a) .	New.
269	" " " " 3 (b) .	"
270	" XII, " 1 .	Chap. XII, Rule 1.
271	" XI, " 3 (c) .	New.
272	" " " " 3 (d) .	"
273	" " " " 3 (f) .	"
274	New	"
275	" " " " .	"
276	Chap. XI, Rule 4 .	Chap. XI, Rule 3.
277	" " Rules 6 and 7 (c) .	New.
278	" " Rule 7 .	Chap. XI, Rule 5.
279	New	New.
280	" " " " .	Chap. XI, Rule 11 (xiii).
281	Chap. XI, Rule 5 A .	New.

TABLE I—continued.

Reference to East- ern Ben- gal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Assam Police Manual.
282	Chap. XI, Rule 5 . . .	Chap. XI, Rule 4.
283	" " " " . . .	New.
284	New . . .	"
285	Chap. XI, Rule 12 . . .	"
286	" " " 10 . . .	Chap. VIII, Rule 72, and Chap. XI, Rule 6.
287	New . . .	New.
288	" . . .	"
289	" . . .	"
290	" . . .	"
291	Chap. XI, Rule 11 . . .	"
292	New . . .	"
293	" . . .	"
294	Chap. XII, Rule 1 (a) . . .	Chap. XII, Rule 1 (a).
295	" " " 1 (b) . . .	" " " 1 (a).
296	" " " 1 (c), (d), (e) . . .	" " " 1 (c), (d).
297	" " " 1 (f) . . .	" " " 1 (f).
298	" " " 4 (a) . . .	" " " 5 (a).
299	New . . .	New.
300	Chap. XII, Rule 4 (e) . . .	Chap. XII, Rule 5 (e).
301	" " " 4 (b), (c) . . .	" " " 5 (b), (c).
302	" " " 8 . . .	" " " 10 (a).
303	Chap. XII, Rule 9, 14 (a) . . .	Chap. XII, Rules 11 and 16.
304	New . . .	" " " 16 A.
305	Chap. XII, Rule 6 (g) . . .	" " " 8 (e).
306	" " " 6 (h) . . .	New.
307	" " " 10 (g) . . .	Chap. XII, Rule 12 (e).
308	" " " 2 (a) . . .	" " " 2 (a), 4.
309	" " " 2 . . .	" " " 2, 3 and 4.
310	" " " 2 (b) . . .	" " " 1 (d).
311	" " " 12 (b) (i) . . .	New.
312	" " " 14 (b) (ii) . . .	"
313	" " " 11 (b) (i), (ii) . . .	"
314	New . . .	"
315	Chap. XII, Rule 14 (o) . . .	Chap. XII, Rule 13 (c).
316	" " " 6 (c) . . .	New.
317	" " " 6 (f) . . .	Chap. XII, Rule 8 (a), (d).
318	" " " 6 (d) and (e) . . .	" " " 8 (b), (c).
319	New . . .	New.
320	Chap. XII, Rule 11 (e) (i), (ii), (iii) and (f). . .	Chap. XII, Rule 13 (d)
321	" " " 14 (f), (i), (ii) . . .	} New.
322	" " " 14 (g) . . .	
323	" " " 14 (j) . . .	Chap. XII, Rule 16 (g).
324	" " " 14 (k), (i), (ii) . . .	New.
325	" " " 14 (f), (ii) . . .	"
326	" " " 14 (i) . . .	Chap. XII, Rule 16 (f).
327	" " " 14 (b), (i), (iii) . . .	" " " 16 (b).
328	" " " 14 (d), (h) . . .	" " " 16 (c).
329	" " " 14 (c), (d) . . .	New.

TABLE I—concluded.

Reference to East- ern Bengal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Assam Police Manual.
330	Chap. XII, Rule 14 (c), (l), (m)	Chapter XII, Rule 16 (c).
331	New	"
332	Chap. XII, Rule 14 (c)	"
333	} New	} New.
334		
335	Chap. XVI, Rule 22	"
336	New	"
337	Chap. XII, Rule 14 (n)	Chap. XII, Rule 16 (g).
338	} New	New.
339		
340	Chap. XII, Rule 2 (a)	"
341	" " " 10 (d)	Chap. XII, Rule 12 (c).
342	" " " 4 (d), 10 (c), (ii)	New Chap. XII, Rule 12 (d).
343	" " " 9 (d), (e)	New.
344	New	"
345	Chap. XII, Rule 11 (d)	"
346	" " " "	"
347	" " " 11 (a) and (g) to (i).	Chap. XII, Rule 13 (a).
348	" " " 11 (c)	" " " 13 (b).
349	" " " 11 (d)	" " " 13 (c).
350	" " " 10 (e) (iii) (iv)	" " " 12 (d).
351	New	New.
352	Chap. XII, Rule, 12 (c)	"
353	" " " "	"
354	} New	"
355		
356	" " " 12 (c)	"
357	" " " 11 (f)	Chap. XII, Rule 13 (c).
358	"	New.
359	Chap. XII, Rule 13 (c).	Chap. XII, Rule 15 (b).
360	" " " 13 (a) and (b)	" " " 15 (a).
361	" " " 10 (f)	" " " 15 (b), (d).
362	" " " 16	New.
363	" " " 15	Chap. XII, Rule 17.
364	" " " 17	" " " 18.
365	" " " 18	New.
366	" " " 19	Chap. XII, Rule 15-A.

REFERENCE TABLE.

TABLE II.—Showing where the rules of the Bengal Police Code are to be found in the Eastern Bengal and Assam Police Manual.

Abbreviations used in this table.— { App.=Appendix.
O.=Omitted.
Chap.=Chapter.

NOTE.—Opposite the number of each rule in the Bengal Police Code has been given the number of the corresponding rule in the Eastern Bengal and Assam Police Manual even though, owing to alterations made, the rule no longer agrees exactly with the rule in the new manual.

Reference to Bengal Police Code.	Reference to Eastern Bengal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Eastern Bengal and Assam Police Manual.
Chap. VIII, Rule 1 (i)	O	Chap. VIII, Rule 19 (xi) to	O
" " " 1 (ii), (iii)	2	" " " 19 (xii)	128
" " " 2	3	" " " 19 (xiii)	129
" " " 3	O	" " " 19 (xiv)	135
" " " 4	O	" " " 19 (xv)	136
" " " 5 (a)	16	" " " 19 (xvi)	138
" " " 5 (b) to	17	" " " 19 (xvii)	139
" " " (f)	18	" " " 19 (xviii)	140
" " " 5 (g)	O	" " " 19 (xix)	O
" " " 5 (h)	19	" " " 19 (xx)	137
" " " 5 (i), (j)	O	" " " 19 (xxi)	O
" " " 5 (k), (l)	20	" " " 19 (xxii)	132
" " " 5 A	21	" " " 20 (a), (b)	35 and 37
" " " 6	21 (d)	" " " 20 (c)	36
" " " 7	O	" " " 20 (d) to	149
" " " 8 (a)	22	" " " 20 (e)	145
" " " 8 (b)	O	" " " 20 A	76
" " " 8 (c)	23	" " " 21	O
" " " 9	24	" " " 22	142
" " " 10	27	" " " 23	155
" " " 11	29	" " " 24	141
" " " 12	25	" " " 25	51
" " " 13	O	" " " 26	54
" " " 14	O	" " " 27	O
" " " 15	O	" " " 27 A (a)	58
" " " 16	33	" " " 27 A (b)	61
" " " 17 (a), (i)	117	" " " 27 A (c),	67
" " " 17 (a), (ii)	126 and 118	" " " (d), (e),	50
" " " 17 (a),	O	" " " (i), to	51
" " " (ii), (iv)	119	" " " (n)	O
" " " 17 (b)	O	" " " 27 A (e),	58
" " " 17 (c)	120	" " " (vi).	61
" " " 17 (d), (e)	121	" " " 27 B	50
" " " 17 (f)	O	" " " 28 (a), to	51
" " " 17 (g), (h)	125	" " " (g).	O
" " " 18 (a)	O	" " " 28 (h), (i)	50
" " " 18 (b), (c)	O	" " " 28 (j)	51
" " " (d).	O	" " " 28 (k)	O
" " " 18 A	O	" " " 29	52
" " " 19 (i) to			
" " " (vi).			

TABLE II—continued.

Reference to Bengal Police Code.	Reference to Eastern Bengal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Eastern Bengal and Assam Police Manual.
Chap. VIII, Rule 30 (a) .	O	Chap. VIII, Rule 70 .	O
" " " 30 (b) .	62	" " " 71 .	O
" " " 31 .	O	" " " 72 .	O
" " " 32 .	97	" " " 73 .	143
" " " 33 .	50	" " " 74 .	144
" " " 34 .	O	" " " 75 .	O
" " " 35 .	70	" " " 76 .	147
" " " 36 .	56	" " " 77 .	} O
" " " 37 .	O	" " " 78 .	
" " " 38 .	} 71	" " " 79 .	46
" " " 39 .		" " " 80 .	151
" " " 40 .	66	" " " 81 to 88 .	O
" " " 41 .	68 and 69	" IX, Rule 1 .	O
" " " 42 .	O	" " " 2 .	O
" " " 42A .	107	" " " 3 .	188
" " " 43 (a) .	146	" " " 4 .	189
" " " " to (e) .		" " " 5 .	190
" " " 43 (f) .	55	" " " 6 .	192
" " " 44 (a) .	O	" " " 7 .	O
" " " " (b), (c) .		" " " 8 .	O
" " " 44 (d) (e) .	O	" " " 9 .	180
" " " 45 .	8	" " " 10 .	O
" " " 46 .	O	" " " 11 .	180
" " " 47 .	O	" " " 12 .	180
" " " 48 .	O	" " " 13 .	202
" " " 49 .	O	" " " 14 .	201
" " " 50 (a), (b) .	O	" " " 15 .	203
" " " " (c), (d) .		" " " 16 .	180
" " " 50 (e) .	13	" " " 17 .	O
" " " 51 (a) .	89	" " " 18 .	} 181
" " " 51 (b) .	90	" " " 19 .	
" " " 51 (c) .	O	" " " 20 .	O
" " " 51 (d) .	86 (e)	" " " 21 .	180
" " " 52 .	See Part I.	" " " 22 .	193
" " " 53 .	O	" " " 23 .	O
" " " 54 .	153	" " " 24 .	204
" " " 54A .	148	" " " 25 .	205
" " " 55 .	O	" " " 26 .	209
" " " 56 .	150	" " " 27 .	210
" " " 57 .	105 and 106	" " " 28 .	213
" " " 58 .	110	" " " 29 .	O
" " " 59 .	109	" " " 30 .	212 (v)
" " " 60 .	O	" " " 31 .	215 (ii)
" " " 61 .	114	" " " 32 .	O
" " " 62 .	O	" " " 33 .	O
" " " 63 .	O	" " " 34 .	O
" " " 64 .	100	" " " 35 .	O
" " " 65 .	O	" " " 36 .	184
" " " 66 .	O	" " " 37 .	208
" " " 67 .	32	" " " 38 .	208
" " " 68 .	O	" " " 39 .	O
" " " 69 .	O	Appendix A .	O

TABLE II—continued.

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Appendix B	O	Chap. X, Part II, Rule 23 .	} O
" C	Appendix D.	" " " " " 24 .	" 261
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" E	Appendix C.	" " " " " 26 .	" 263
Chap. X, Part I, Rule 1 (a)	See Part I.	" " " " " 27 .	" 266
" " " " " 0		" XI, Rule 1	" 265
" " " " " 1 (c)		" " " " " 2	" 268
" " " " " 1 (d)	216	" " " " " 3(a)	" 269
" " " " " 1 (e)	217	" " " " " 3(b)	" 271
" " " " " 1 (f)	223	" " " " " 3(c)	" 272
" " " " " 1 (g)	O	" " " " " 3(d)	" O
" " " " " 1 (h)	225	" " " " " 3(e)	" 273
" " " " " 1 (i)	O	" " " " " 3(f)	" 276
" " " " " 1 (j)	O	" " " " " 4	" O
" " " " " 2	O	" " " " " 5(a)	" 285
" " " " " 3	O	" " " " " 5(b)	" 283
" " " " " 4	219 and 220	" X, Rule 5(c)	" 281
" " " " " 5	221	" " " " " 5A	" 277
" " " " " 6	222	" " " " " 6	" 278
" X, Part II, Rule 1 .	226	" " " " " 7(c)	" O
" " " " " 2	227 and 228	" " " " " 7(a) to (e)	" O
" " " " " 3 (a)	229	" " " " " 8	" 286
" " " " " 3 (b)	230	" " " " " 9	" 291
" " " " " 3 (c)	231 and 232	" " " " " 10	" 285 (viii)
" " " " " 3 (d)	234	" " " " " 11	" 294
" " " " " 4 (a)	235	" " " " " 12 (viii)	" 295
" " " " " 4 (b)	236	" XII, Rule 1(a)	" O
" " " " " 4 (c)	237	" " " " " 1(b)	" 296
" " " " " 4 (d)	238	" " " " " 1(c)	" O
" " " " " 4 (e)	239	" " " " " 1(d)	" 297
" " " " " 5	240	" " " " " 1(e)	" 309
" " " " " 6	241—245	" " " " " 1(f)	" O
" " " " " 7	246	" " " " " 1(g) (h)	" 298
" " " " " 7(a)	247	" " " " " 1(i)	" 301
" " " " " 7(b)		" " " " " 2	" 342
" " " " " 7(d)	248	" " " " " 3	" 300
" " " " " 7(k)		" " " " " 4(a)	" O
" " " " " 8	249	" " " " " 4(b) (c)	" O
" " " " " 9	252	" " " " " 4(d)	" 316
" " " " " 10	253	" " " " " 4(e)	" 318
" " " " " 11	254	" " " " " 4(f)	" 317
" " " " " 12	} 255	" " " " " 4(g) (h)	" 305
" " " " " 13		" " " " " 5	" 306
" " " " " 14	256	" " " " " 6(a), (b)	" O
" " " " " 15	257	" " " " " 6(c)	" 316
" " " " " 16	258	" " " " " 6(d) (e)	" 318
" " " " " 17	O	" " " " " 6(f)	" 317
" " " " " 18	259	" " " " " 6(g)	" 305
" " " " " 19	260	" " " " " 6(h)	" 306
" " " " " 20		" " " " " 7	" O
" " " " " 21	} O	" " " " " 8	" 302
" " " " " 22		" " " " " 9	" 303 and 343

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" " " 10(d)	341	" " " 14(l)	330
" " " 10(e) (i)	O	" " " 14(m)	337
" " " " (ii)	342 (IV)	" " " 14(n)	O
" " " " (iii)		" " " 14(o)	343
" " " (iv)	350	" " " 15	342
" " " " (f)	361	" " " 16	364
" " " " (g)	307	" " " 17	365
" " " 11(a)(b)	O	" " " 18	366
" " " 11(c)	348	" " " 19	O
" " " 11(d) (i) (ii)	349	" " " XIII 1	88
" " " 11(d) (iii)	O	" " " " 2	79
" " " 11(d) (iv)	345	" " " " 3	95
" " " 11(d) (v)	346	" " " " 4	O
" " " 11(e)	320	" " " " 5	O
" " " 11(f)	357	" " " " 6	O
" " " 11(g) to (j)	347	" " " " 7	O
" " " 12(a)	O	" " " " 8	O
" " " 12(b) (i)	341	" " " " 9	81
" " " 12(b) (ii)		" " " " 10	83 and 84
" " " (iii) (iv)	O	" " " " 11	See Part I
" " " 12(c) (i)	O	" " " " 12	Do.
" " " 12(c) (ii)		" " " " 13(a)	91
" " " " (iii)	352	" " " " 13(b)	86
" " " 12(c) (iv) to		" " " " 14	O
" " " (viii)	353	" " " " 15	85
" " " 12(c) (ix) to		" " " " 16	O
" " " (xiii)	356	" " " " 17	93
" " " 12(d) (e)	O	" " " " 18	O
" " " 13(a) (b)	360	" " " " 19	O
" " " 13(c)	359	" " " " 20	96
" " " 14(a)	303	" " " " 21	O
" " " 14(b) (i) to		" " " " 22	O
" " " (iii)	327	" " " " XX 1	167
" " " 14(b) (ii)	312	" " " " " 2	168
" " " 14(c) (i)		" " " " " 3	169 and 172
" " " " (ii)	329	" " " " " 4	173
" " " 14(c) (iii)	332	" " " " " 5	170 and 171
" " " 14(c) (iv)	O	" " " " " 6	174
" " " 14(d) (i)	328	" " " " " 7	O
" " " 14(d) (ii)	329	" " " " " 8	175
" " " 14(e)	330	" " " " " 9	82
" " " 14(f)	321	" " " " " 10	176
" " " 14(g)	322	" " " " " 11	O
" " " 14(h)	328	" " " " " 12	
" " " 14(i)	326	" " " " " 13	
" " " 14(j)	323		

REFERENCE TABLE.

TABLE III.—Showing where the rules of the Assam Police Manual are to be found in the Eastern Bengal and Assam Police Manual.

Abbreviations used in this table.— { App.=Appendix.
O.=Omitted.
Chap.=Chapter.

NOTE.—Opposite the number of each rule in the Assam Police Manual has been given the number of the corresponding rule in the Eastern Bengal and Assam Police Manual, even though, owing to alterations made, the rule no longer agrees exactly with the rule in the new manual.

Reference to Assam Police Manual:	Reference to Eastern Bengal and Assam Police Manual.	Reference to Assam Police Manual.	Reference to Eastern Bengal and Assam Police Manual.
Chap. VIII Rule 1 . . .	O	Chap. VIII, Rule 32 . . .	O
" " " 2 . . .	3	" " " 33 . . .	66
" " " 3 . . .	O	" " " 34 . . .	55
" " " 4 . . .	O	" " " 35 . . .	68
" " " 5 (a) . . .	16	" " " 36 . . .	63
" " " 5 (b) to (e) . . .	17	" " " 37 . . .	158
" " " 5 (f) (g) . . .	18	" " " 38 . . .	146
" " " 6 . . .	21	" " " 39 . . .	O
" " " 7 . . .	21 (d)	" " " 40 . . .	O
" " " 8 (a) . . .	22	" " " 41 . . .	O
" " " 8 (b) . . .	O	" " " 42 . . .	O
" " " 8 (c) . . .	O	" " " 43 (a) . . .	89
" " " 9 . . .	24	" " " 43 (b) . . .	90
" " " 10 . . .	27	" " " 44 . . .	O
" " " 11 . . .	29	" " " 45 . . .	153
" " " 12 . . .	25	" " " 46 . . .	O
" " " 13 . . .	O	" " " 47 . . .	150
" " " 14 (a) (b) . . .	35	" " " 48 . . .	105
" " " 14 (c) to (h) . . .	36	" " " 49 (a), (b) . . .	110
" " " 15 . . .	145	" " " 49 (c) . . .	O
" " " 16 . . .	76	" " " 49 (d) . . .	112
" " " 17 . . .	O	" " " 50 . . .	O
" " " 18 . . .	142	" " " 51 (a) . . .	114
" " " 19 . . .	155	" " " 52 . . .	O
" " " 20 . . .	141	" " " 53 . . .	100
" " " 21 . . .	67	" " " 54 . . .	O
" " " 22 . . .	57, 58	" " " 55 . . .	O
" " " 23 . . .	and 59	" " " 56 . . .	32
" " " 24 (a) . . .	O	" " " 57 . . .	157
" " " 24 (b) . . .	62	" " " 58 . . .	O
" " " 25 . . .	O	" " " 59 . . .	120
" " " 26 . . .	97	" " " 60 (a) . . .	O
" " " 27 (a) . . .	60	" " " 60 (b) (c) . . .	O
" " " 27 (b) . . .	O	" " " 60 (d) . . .	O
" " " 27 (c) . . .	O	" " " 61 . . .	120
" " " 28 . . .	O	" " " 62 . . .	124
" " " 29 . . .	70	" " " 63 . . .	O
" " " 30 . . .	56	" " " 64 . . .	O
" " " 31 . . .	O	" " " 65 . . .	O
		" " " 66 . . .	O

TABLE III—continued.

Reference to Assam Police Manual.	Reference to Eastern Bengal and Assam Police Manual.	Reference to Assam Police Manual.	Reference to Eastern Bengal and Assam Police Manual.
Chap. VIII, Rule 67	130	Chap. X, Rule 20	229
" " " 68	138	" " " 21	O
" " " 69	O	" " " 22	O
" " " 70	135	" " " 23	O
" " " 71	233	" " " 24	260
" " " 72	286	" " " 25	256
" IX, Rule 1	188	" " " 26	O
" " " 2	192	" " " 27	257
" " " 3	O	" " " 28	O
" " " 4	180	" " " 29	248
" " " 5	185	" " " 30	O
" " " 6	O	" " " 31	231
" " " 7	O	" " " 32	O
" " " 8	O	" " " 33	O
" " " 9	180	" " " 34	255
" " " 10	179	" " " 35	254
" " " 11	184 and 185	" " " 36	O
" " " 12	O	" " " 37	O
" " " 13	O	" " " 38	239
" " " 14	O	" " " 39	O
" " " 15	179	" " " 40	242
" " " 16	O	" " " 41	O
" " " 17 (a)	187	" " " 42	244
" " " 17 (b), (c), (d)	180	" " " 43	O
" " " 18	O	" " " 44	O
" " " 19	O	" " " 45	O
" " " 20	177	" " " 46	O
" " " 21	O	" " " 47	O
" " " 22	180	" " " 48	O
" " " 23	180	" " " 49	O
" " " 24	O	" " " 50	O
" " " 25	181	" " " 51	220 and 221
" " " 26	O	" XI, Rule 1 (a)	266
" " " 27	O	" " " 1 (b)	267
" " " 28	O	" " " 1 (c)	O
" " " 29 (a)	O	" " " 2	265
" " " 29 (b) (c)	209	" " " 3	276
" " " 29 (d)	210	" " " 4	282
" " " 29 (e)	O	" " " 5	278
Appendix A	Appendix B.	" " " 6	O
" B	" C.	" " " 7	O
Chap. X, Rules 1 to 9	See Part I.	" " " 8	O
" " " 10	216	" " " 9	O
" " " 11	217	" " " 10	O
" " " 12	223	" " " 11	O
" " " 13	225	" XII, Rule 1 (a)	294
" " " 14	O	" " " 1 (b)	O
" " " 15	O	" " " 1 (c), (d)	296
" " " 16	O	" " " 1 (e)	O
" " " 17	O	" " " 1 (f)	247
" " " 18	228	" " " 2	309
" " " 19	226	" " " 3	O

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Reference to Assam Police Manual.	Reference to Eastern Bengal and Assam Police Manual.	Reference to Assam Police Manual.	Reference to Eastern Bengal and Assam Police Manual.
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" " " 5 (a) . . .	298	" " " 16 (f) . . .	326
" " " 5 (b), (c) . . .	301	" " " 16 (g) . . .	323
" " " 5 (d) . . .	0	" " " 16 (h) . . .	0
" " " 5 (e) . . .	300	" " " 16 (i) . . .	330 (iii)
" " " 5 (f), (g) . . .	0	" " " 16 (j) . . .	337
" " " 6 . . .	0	" " " 16A . . .	304
" " " 7 . . .	0	" " " 17 . . .	363
" " " 8 (a) . . .	316	" " " 18 . . .	364
" " " 8 (b), (c) . . .	318	" XIII, Rule 1 . . .	0
" " " 8 (d) . . .	317	" " " 2 . . .	88
" " " 8 (e) . . .	305	" " " 3 (a) . . .	79
" " " 9 . . .	0	" " " 3 (b) . . .	See Part I.
" " " 10 . . .	302	" " " 4 . . .	95
" " " 11 . . .	303	" " " 5 . . .	0
" " " 12 (a) . . .	0	" " " 6 . . .	0
" " " 12 (b) . . .	0	" " " 7 . . .	0
" " " 12 (c) . . .	341	" " " 8 . . .	81
" " " 12 (d) . . .	342 (iv) and 350	" " " 9 . . .	83 and 84
" " " 12 (e) . . .	307	" " " 10 . . .	See Part I.
" " " 13 (a) . . .	347	" " " 11 (a) . . .	Do.
" " " 13 (b) . . .	348	" " " 11 (b) . . .	91
" " " 13 (c) . . .	349	" " " 12 . . .	86
" " " 13 (d) . . .	320	" " " 13 . . .	} 0
" " " 13 (e) . . .	357	" " " 14 . . .	85
" " " 14 . . .	0	" " " 15 . . .	0
" " " 15 (a) . . .	360	" " " 16 . . .	93
" " " 15 (b) . . .	361	" " " 17 . . .	See Part I.
" " " 15 (c) . . .	0	" " " 18 . . .	96
" " " 15 (d) . . .	361	" " " 19 . . .	See Part II.
" " " 15 A . . .	366	" VII, Rules 1 to 12 . . .	213
" " " 16 (a) . . .	303	" " " 13 . . .	0
" " " 16 (b) . . .	327	" " " 14 . . .	} 0
" " " 16 (c), (d) . . .	0	" " " 15 . . .	

Table III—continued

Relatives to Respondent Married	Relatives to Respondent Married	Relatives to Respondent Married	Relatives to Respondent Married
200	200	200	200
199	199	199	199
198	198	198	198
197	197	197	197
196	196	196	196
195	195	195	195
194	194	194	194
193	193	193	193
192	192	192	192
191	191	191	191
190	190	190	190
189	189	189	189
188	188	188	188
187	187	187	187
186	186	186	186
185	185	185	185
184	184	184	184
183	183	183	183
182	182	182	182
181	181	181	181
180	180	180	180
179	179	179	179
178	178	178	178
177	177	177	177
176	176	176	176
175	175	175	175
174	174	174	174
173	173	173	173
172	172	172	172
171	171	171	171
170	170	170	170
169	169	169	169
168	168	168	168
167	167	167	167
166	166	166	166
165	165	165	165
164	164	164	164
163	163	163	163
162	162	162	162
161	161	161	161
160	160	160	160
159	159	159	159
158	158	158	158
157	157	157	157
156	156	156	156
155	155	155	155
154	154	154	154
153	153	153	153
152	152	152	152
151	151	151	151
150	150	150	150
149	149	149	149
148	148	148	148
147	147	147	147
146	146	146	146
145	145	145	145
144	144	144	144
143	143	143	143
142	142	142	142
141	141	141	141
140	140	140	140
139	139	139	139
138	138	138	138
137	137	137	137
136	136	136	136
135	135	135	135
134	134	134	134
133	133	133	133
132	132	132	132
131	131	131	131
130	130	130	130
129	129	129	129
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126	126	126	126
125	125	125	125
124	124	124	124
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122	122	122	122
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120	120	120	120
119	119	119	119
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117	117	117	117
116	116	116	116
115	115	115	115
114	114	114	114
113	113	113	113
112	112	112	112
111	111	111	111
110	110	110	110
109	109	109	109
108	108	108	108
107	107	107	107
106	106	106	106
105	105	105	105
104	104	104	104
103	103	103	103
102	102	102	102
101	101	101	101
100	100	100	100

LIST OF ABBREVIATIONS USED IN PART III OF THE EASTERN
BENGAL AND ASSAM POLICE MANUAL.

Actt. and Actts.	For Accountant and plural.
A. G.	Accountant General.
A. P. R.	Armed Police Reserve.
Art. and Arts.	Article and plural.
Astt. S. P. and Astt. Ss. P.	Assistant Superintendent of Police and plural
Cir. and Cirs.	Circular and plural.
Const. and Consts.	Constable and plural.
C. I. D.	Criminal Investigation Department.
Cr. P. C.	Criminal Procedure Code.
C. A. C.	Civil Account Code.
C. S. R.	Civil Service Regulations.
Dept. and Depts.	Department and plural.
D. I. G. and D. Is. G.	Deputy Inspector General and plural.
Dy. S. P. and Dy. Ss. P.	Deputy Superintendent of Police and plural.
Finl.	Financial.
F. P.	Finger print.
F. P. B.	Finger Print Bureau.
G. O.	Government Order.
Govt.	Government.
Govt. E. B. and A.	Government of Eastern Bengal and Assam.
Hd. Clerk	Head Clerk.
I. P. C.	Indian Penal Code.
Insp. and Insps.	Inspector and plural.
I. G. P.	Inspector General of Police
Judl.	Judicial.
Memo.	Memorandum.
Memos.	Memoranda.
Notifn.	Notification.
O/C and Os/C	Officer in Charge and plural.
O. P. and O. Ps.	Out Post and plural.
Para.	Paragraph.
P. G.	Police Gazette.
P. S. and P. Ss.	Police Station and plural.
Ry.	Railway.
R. T. R.	Remittance Transfer Receipt.
Resln.	Resolution.
§ and §§	Section and plural.
Sub-Insp. and Sub-Insp.	Sub-Inspector and plural.
S. P. and Ss. P.	Superintendent of Police and plural.

LIST OF ABBREVIATIONS USED IN PART III OF THE EASTERN
BENGAL AND ASSAM POLICE MANUAL.

For Accountant and Fiscal.	Acct. and Adm.
Accountant General.	A. G.
Armed Police Reserve.	A. P. R.
Article and plural.	Art. and Arts.
Assistant Superintendent of Police and plural.	Asst. S. P. and Asst. Ss. P.
Circular and plural.	Cir. and Cirs.
Constable and plural.	Const. and Consts.
Criminal Investigation Department.	C. I. D.
Criminal Procedure Code.	C. P. C.
Civil Account Code.	C. A. C.
Civil Service Regulations.	C. S. R.
Department and plural.	Dept. and Depts.
Deputy Inspector General and plural.	D. I. G. and D. Is. G.
Deputy Superintendent of Police and plural.	Dy. S. P. and Dy. Ss. P.
Financial.	Finl.
Winged print.	F. P.
Wings, Field Division.	F. F. D.
Government Order.	G. O.
Government.	Govt.
Government of Eastern Bengal and Assam.	Govt. E. B. and A.
Head Clerk.	Hd. Clerk.
Indian Penal Code.	I. P. C.
Inspector and plural.	Insp. and Insp.
Inspector General of Police.	I. G. P.
Individual.	Indiv.
Non-Resident.	Non-Res.
Non-Resident.	Non-Res.
Notification.	Notifn.
Office in Charge and plural.	O. C. and O. Cs.
Out Post and plural.	O. P. and O. Ps.
Paragraph.	Para.
Police Gazette.	P. G.
Police Station and plural.	P. S. and P. Ss.
Postway.	Post.
Remittance Form for Receipt.	R. F. R.
Resolution.	Resoln.
Section and plural.	S. and Ss.
Sub-Inspector and plural.	Sub-Ins. and Sub-Insp.
Superintendent of Police and plural.	S. P. and Ss. P.

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3.	The reserve office	2
4.	The O/C of the reserve	ib
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Eastern Bengal

AND

Assam Police Manual.

PART III.

RESERVE, ORDNANCE, CLOTHING, GUARDS AND ESCORTS.

DESCRIPTION OF THE RESERVE. (Rules 1 to 4.)

1. The reserve and head-quarters force.—The reserve and head-quarters force consists of—

(a) The A. P. R. as described in rule 2. In certain districts where there are military police there is no A. P. R.

(b) The ordinary reserve.—This is provided to cover vacancies due to the absence of men on leave and sick and for unfilled vacancies and recruits.

(c) The head-quarters force.—This includes all the police stationed at the head-quarters of a district, other than the ordinary and armed reserve, the town police and the police at the head-quarters P. Ss. and courts. It comprises the men provided for escorts, guards, orderly and miscellaneous duties. The strength of this force is based on the estimated actual requirements. Therefore there is no portion of the head-quarters or reserve force for which duties are not assigned, and Ss. P. are forbidden to employ any portion of the force permanently on any new duties for which provision does not exist, without obtaining the sanction of the I. G. P. It will, however, not infrequently happen, as for instance when demands for escorts are slack or when few men are on leave, that a considerable force may be present at head-quarters in addition to the A. P. R.

The men in the head-quarters force and reserve should be under constant drill and instruction. As they form the nucleus of the police force of the district, they must receive the special attention of the S. P.

2. The A. P. R.—The A. P. R. consists of a force stationed at the head-quarters of each district (except Dibrugarh and Silchar) varying in number from 20 to 100 Consts. with their complement of officers. The force is in charge of an Insp. or Sub-Insp. It is intended to be used to quell any disturbance which may occur in the district and must be ready for despatch at short notice to any place where it is needed. It must not be employed on escorts or any other miscellaneous duties without the authority of the District Magistrate.

It is composed of selected head-Consts. and Consts. of the ordinary district force, and so far as possible should be composed of hindus and mohammedans in relative proportion to the total number of each class in the district force, both as regards head-Consts. and Consts.

The term of service of Consts. in the force will ordinarily be limited to eighteen months, but if the men are willing to remain longer it is not only permissible but desirable that not more than one-third of the force should consist of men who have served not more than five years continuously in the A. P. R. To popularise this form of service the S. P. should treat the men liberally in the matter of leave, promotion and clothing. No illiterate Const. will be eligible for promotion to the rank of head-Const. unless he has served for at least three years in the A. P. R.

At the head-quarters of every district will be maintained an athletic club, so that the men may have facilities for playing football, and hockey, and for wrestling and other athletic sports. Inter-district competitions should be encouraged. An annual grant of Rs. 50 will be made to each club with the sanction of the D. I. G.

3. The reserve office.—The reserve office is a branch of the S. P.'s office, which is concerned mainly with matters connected with the equipment, discipline and general management of the whole force of each district, and should ordinarily be held in the reserve lines. A list of the books and registers to be kept in the reserve office is given in Appendix A of this part.

4. The O/C. of the reserve.—The office is ordinarily in charge of a Sub-Insp., but in districts in which there is an English-knowing Insp. in charge of the A. P. R., it is desirable that he should be also in charge of the reserve office of the ordinary reserve and of all the head-quarters force.

The duty of such an officer comprises the training, discipline and smartness of men of the reserve and head-quarters force, and the maintenance of order and discipline in the lines, the custody of the magazine, arms, stores, clothing and Govt. property in the lines, the inspection of guards and sentries at head-quarters, and the charge of the office, books and registers of the reserve office.

In districts in which there is no Insp. in charge of the reserve or when the Insp. has not sufficient knowledge of English, the duties enumerated above must be allotted by the S. P. partly to the O/C. of the A. P. R., and partly to the O/C. of the reserve office.

PAY AND APPOINTMENT OF NON-GAZETTED OFFICERS.

(Rules 5 to 13.)

5. Pay of Insp.—Insp. are divided into four grades, namely, on Rs. 150, 175, 200, and Rs. 250 a month. Ordinarily all appointments of Insp. will be made by promotion from amongst Sub-Insp. (see rule 43 below). The standard measurement and the rules regarding their health and verification certificates shall be the same as for Sub-Insp.

6. Appointment of European Insp. and sergeants.—European Insp. and sergeants will be recruited by the I. G. P. ordinarily from

time-expired British soldiers, preferably of the army temperance association. The pay of the latter will be Rs. 90 to 120 by biennial increments of Rs. 5.

All British army reservists joining the police force in India shall be appointed on probation for six months, in special cases this may be extended to one year (but not more) with the approval of His Honour the Lieutenant-Governor. Such extensions must be reported to the Brigade or Divisional Commander concerned.

If at the expiry of the probationary period such reservist is confirmed in his police appointment, he will be discharged from the army reserve, his confirmation must therefore be reported to the above military authority. British army reservists are entitled to their reserve pay during the probationary period, and retain their right to passages to the United Kingdom for themselves, and if borne on the married roll on leaving the colours, for their families during the period which would be covered under ordinary circumstances by their reserve service. (*Vide Cir. Memo. No. 16 of 1909.*)

7. Pay of Sub-Insp.—Sub-Insp. have been divided into five grades, namely, on Rs. 50, 60, 70, 80 and Rs. 100 a month.

8. Direct recruitment of Sub-Insp.—(i) Every S. P. will maintain a list of candidates for direct recruitment as Sub-Insp.

(ii) The list will comprise the names of all candidates recommended by:—

The Divisional Commissioner.

The District Magistrate.

The District Judge.

The I. G. P.

The D. Is. G.

The S. P.

The Director of Public Instruction.

The Insps. of Schools.

The Principals of Govt. colleges.

(iii) These officers may recommend only persons resident or domiciled within their respective jurisdictions. The province will be considered as the jurisdiction of the D. I. G. in charge of the C. I. D. and Ry. and river police. Principals of colleges may recommend only past or present students of their colleges.

Persons who have not passed the Entrance Examination may be recommended, provided such persons have a fair working knowledge of English and are otherwise specially qualified (*vide* clause xvii).

In the case of a candidate who is, or has recently been, a college student, no recommendation should be made without a reference to the Principal of the college which term includes not only heads of Government colleges, but also those of institutions aided by Government. (*Vide Govt. Cir. No. 1 A., dated the 17th May 1911.*)

(iv) Such recommendations may be made at any time. They should be submitted in the form of nomination roll, form No. 66 of schedule XL (A).

On receipt of the roll, if it is in order, the S. P. will file it and enter the name of the nominee in his list.

(v) In July each year the S. P. will publish a notice throughout his district, inviting applications for the posts of Sub-Insp. of Police. The notice should be sent to local associations, heads of schools, colleges, etc., and should also state that applications will be received by the S. P. up to the end of August, that printed application forms can be obtained from the office of the S. P., free of cost, and that candidates must possess the qualifications specified in clause (xvii). Before the names of the candidates are forwarded with a nomination, the S. P. should see that the form of application and the verification have been filled in properly and with sufficient detail.

(vi) In August of each year the I. G. P. will intimate to each range D. I. G. and S. P. the number of nominations required from each district and any limitation to be observed in the number to be selected from any particular section of the population.

(vii) On receipt of this intimation, the S. P. will send for all the candidates entered in his list to appear before him on a date fixed in consultation with the District Magistrate. The candidates should produce before him their examination certificates and the originals of their letters of recommendation, if copies only have been submitted with their application. He will have each measured in his presence and will verify the examination certificates noting the fact in the form. He will also note whether the age stated in the form agrees with that in the Entrance certificate, or in the service book if the candidate is already in Govt. service.

(viii) On the following day, or as soon after as possible, the District Magistrate and the S. P. will jointly, after interviewing the candidates, forward to the range D. I. G., not later than the 1st October each year, a list of the number of nominees called for, together with the form of application of each man chosen. The names submitted should as far as possible be in order of preference.

(In the case of hill districts of Assam, the nomination rolls, etc., will be forwarded to the I. G. P. through the Divisional Commissioner.)

(ix) Each nominee should be required to fill in, sign, and affix his thumb impression to a verification roll, form No. 67 of schedule XL(A), and the statements therein contained should be verified by an Insp. or officer of higher rank, and the roll forwarded along with the form of application or as soon afterwards as possible.

(x) Each nominee recommended by the District Magistrate and the S. P. shall obtain from the Civil Surgeon, on payment of a fee of Rs. 4, a medical certificate as to his fitness for Govt. service in form No. 68 of schedule XL(A).

This certificate shall be made over to the S. P. and forwarded with the form of application to the D. I. G. of the range.

(xi) On receipt of the list of nominees the range D. I. G. shall examine the papers and see that the rules have been observed. He will then after interviewing the candidates of his range at convenient centres, on dates which should be duly notified, nominate such candidates

as he may think fit for admission into the training school. He may also nominate candidates other than those chosen by the District Magistrates and the S. P. If the number of candidates in any district falls short of requirements, he may make good the deficiency by selection among candidates of other districts.

(xii) The range D. I. G. will then prepare a list of candidates nominated by him and forward it to the I. G. P. not later than the 15th November each year, together with all the papers received by him from the District Magistrates and the Ss. P., and also the application forms of candidates chosen by him other than those chosen by the District Magistrates and the Ss. P.

(xiii) The nomination of candidates to fill vacancies in the Ry. and river police will be made by the Superintendents of Ry. and river police, respectively, in consultation with the Magistrates of the districts to which the candidates belong, and the nomination rolls submitted by them to the D. I. G. in charge of the C. I. D., the Ry. and river police. Except that the candidates may be residents of any district in the province, the remaining rules will apply *mutatis mutandis* to the appointment of Sub-Insp. of the Ry. and river police.

(xiv) The final selection will be made by the I. G. P. who may accept the nominations made by the D. Is. G., or may call for fresh nominations or may select candidates other than those nominated by the D. Is. G., the District Magistrates and the Ss. P.

(xv) The name of no candidates shall remain on the S. P.'s list for more than two years, unless the District Magistrate and the S. P., when making their annual selection, consider that any particular candidate may be allowed to compete for a third year.

(xvi) At their annual selection the District Magistrate and the S. P. should strike off the name of any candidate whose chance of success is hopeless, and such candidates shall not be again nominated.

(xvii) Every candidate for direct appointment must possess the following qualifications :—

(a) He must be between the ages of 20 and 24.

(b) He must have passed the Entrance or Matriculation Examination of an Indian University or the final B or C class examination of a *Zilla* or high school or some equal or higher examination.

The local Govt. may, however, in exceptional cases or on the recommendation of the I. G. P., dispense with this qualification, provided that such candidate has a fair working knowledge of English, and is otherwise especially qualified for appointment as a Sub-Insp. of police.

(c) He must be of a respectable parentage and of good social standing and position.

(d) He must be not less than 5 feet 3 inches in height and 30 inches in chest measurement and must have been vaccinated.

- (e) He must produce certificates of conduct from the Head Masters or Principals of the schools or colleges he has attended during the year previous to his nomination, or from respectable residents who have known him intimately during the three years prior to his nomination. (*Cir. No. 30 of 1910.*)

9. Training of probationary Sub-Insp. and their pay.—The candidates selected will undergo a course of instruction at the police training school.

A detailed list of such candidates will be sent to the Principal, Police Training School, together with their nomination and verification rolls and health certificates. These rolls will form part of the cadet's appointment papers and will be sent to the S. P. of the district to which the cadet is subsequently posted. The health certificates will be attached to the first pay bill.

Each selected candidate must be re-vaccinated before joining the police training school and must produce before the Principal a certificate from a Civil Surgeon showing the date on which this has been done.

[NOTE.—The Civil Surgeon should give the certificate of re-vaccination after the operation has been performed, without fee.]

During the period of instruction they will be subject to the rules and regulations of the school and will receive Rs. 25 a month as salary. But if an officer be appointed who already holds a permanent post under Govt. on pay exceeding Rs. 25 a month, he may be granted for the period spent in the training school, such allowance as will raise his pay to that of the appointment which he formerly held, subject to a maximum of Rs. 50. On being passed out of the training school they will receive the full salary of the grade to which they are appointed. (*Cir. No. 30 of 1910.*)

10. Promotion of head-Consts. to the rank of Sub-Insp.—Not more than fifteen per cent. of the appointments of Sub-Insp. made in each year, exclusive of those of the A. P. R., may be filled by promotion from the rank of head-Consts. The officers selected for promotion will ordinarily go through the prescribed course at the training school along with the cadets who have been appointed direct and will, during the period of training, receive Rs. 25 a month as salary. Appointments of Sub-Insp. of the A. P. R. will ordinarily be made by promotion from amongst head-Consts.

On the 1st January each S. P. will submit to the D. I. G. of the range the names of not more than two head-Consts. serving in his district, whom he recommends for promotion to the rank of Sub-Insp.

The D. I. G., when inspecting a district, will interview the head-Consts. thus recommended for promotion and will examine their service sheets and the district orders concerning each.

He will then make a list of those whom he considers qualified for such promotion.

In September the I. G. P. will intimate to the D. I. G. of each range the number of promotions to be made in his range and the latter will submit the requisite number of recommendations before 15th November.

The I. G. P. may accept the recommendation of the D. I. G. or may call for fresh nominations.

The head-Consts. recommended for promotion should ordinarily be over 30 and under 40 years of age. They must have served with credit for three full years in the Dept., and except in the case of Sub-Insp. required for the A. P. R. or except for other special reasons, they must be sufficiently well educated to profit by the instruction given at the training school. (*Vide Cir. No. 50 of 1910.*)

11. Duties of head-Consts.—Head-Consts. are of two classes, literate and illiterate. The latter are to be used for guards, escorts, town duty and all such work as requires drilled and disciplined men and not a knowledge of reading and writing. The duties of the former consist mainly of clerical duties at a court or at a P. S. or O. P. and are dealt with in V. 37.

12. Pay of head-Consts.—Head-Consts. are divided into three grades on the following rates of pay:—

	R	a.	p.	
1st grade	20	0	0	a month,
2nd "	17	8	0	"
3rd "	15	0	0	"

13. Appointment of head-Consts.—Head-Consts. are ordinarily appointed by promotion from the ranks of Consts. by Ss. P. No appointment of head-Consts. may be made otherwise than by promotion from amongst Consts. except with the sanction of the I. G. P. The standard of height and measurement of head-Consts. appointed direct shall be the same as that of Consts. Without the sanction of the D. I. G., no Const. may be promoted to the post of illiterate head-Const. unless he has served at least 3 years in the A. P. R. and unless he possesses a certificate of competency in drill.

PAY AND ENLISTMENT OF CONSTS. (Rules 14 to 34.)

14. Pay of Consts.—(a) The maximum pay of Consts. has been fixed at Rs. 8 a month in every district of the province. Approved service increments are granted in accordance with the rules in force as follows:—

	R	a.	p.
After 3 years	1	0	0
" 10 "	2	0	0
" 17 "	3	0	0

Thus the pay will be Rs. 9 after 3 years, Rs. 10 after 10 years and Rs. 11 after 17 years.

(b) A local allowance of Re. 1 a month is also granted for the first three years of their service to Consts. employed in the river police and in the following districts in which it is especially difficult to obtain recruits :—

Rajshahi, Jalpaiguri, Dinajpur, Rangpur, Bogra, Pabna, Dacca, Chittagong and Lakhimpur.

(c) In the Khasi and Jaintia Hills, the Naga Hills, the Garo Hills and the Lushai Hills Consts. receive a local allowance throughout their service. The consolidated pay of Consts. in these districts thus begins on Rs. 9 and rises by the usual service increments to Rs. 10, 11 and 12 a month.

15. Allowance to buglers.—An allowance of Rs. 2 a month is sanctioned for one Const. employed as bugler in each district and in the police training school at Dacca.

The allowance is not admissible to head-Consts. (*Vide G. O. No. 5 J., dated 2nd January 1908.*)

16. Enlistment of Consts.—Subject to the general control of the D. I. G., Ss. P. will make all appointments of Consts. on probation. They will remain so until they are passed out of the school.

17. Age and physical standard of recruits.—(a) Strong and healthy young men between the ages of 18 and 25 should be chosen as recruits. It is desirable also that they should be able to read and write in the vernacular. The standard of height is 5 feet 4 inches and of chest measurement not less than 31 inches. But in the case of Khasias, Kukis, Kachharis, Rabhas, Meches, Jharuas, Lushais and other people of the bodo race, the minimum height is 5 feet 3 inches. Men of the best physique obtainable should be enlisted. The average height of Consts. enlisted in Jalpaiguri should be 5 feet 3 inches and chest measurement 31½ inches.

(b) The chest measurement will be taken round the bare chest over the nipples, the recruit standing with both heels closed and the arms extended to the full extent over the head. He should be made to count twenty before the measurement is taken. Ss. P. should themselves be present when recruits are measured. On no account should a recruit be enlisted and sent to the Civil Surgeon for examination until the S. P. has seen and passed the candidate personally. (*Vide Cir. No. 6 of 1909.*)

(c) D. Is. G. are empowered to sanction for special reasons the enlistment of men who are below the prescribed physical standard or over 25 years of age. Such sanction should be filed with the verification rolls after entering them in the service sheets.

(d) The rule regarding enlistment of clerks over 25 years of age, *vide* II. 5, is also applicable to enlistment of Consts., head-Consts., etc. The report in such cases should be sent to the D. I. G.

18. Classes from which recruits should be taken.—In the choice of recruits no preference should be shown to particular religious sects or castes ; but it is desirable that recruits should, as far as possible, be taken from the industrial and agricultural classes in preference to

hangers-on about courts or men from the retinues of native officials or chiefs. Special efforts must be made to induce assamese to enlist in the Assam Valley districts and mohammadans in the Surma Valley and Eastern Bengal districts.

19. Local recruitment and the proportion of foreigners.—

(a) Ss. P. must, so far as possible, recruit their men locally. In the districts mentioned below foreigners are not to be enlisted to a greater extent than the percentage noted against each fixed on the number of the head-Consts. and Consts. of the district. This rule must be strictly attended to, and no deviation allowed without special sanction, which should be applied for in case of actual necessity :—

Dacca	60 per cent.	Jalpaiguri	65 per cent.
Mymensingh . .	30 ”	Rangpur	30 ”
Bakarganj . . .	30 ”	Dinajpur	45 ”
Faridpur	30 ”	Rajshahi	52·7 ”
Chittagong . . .	30 ”	Bogra	40 ”
Noakhali	30 ”	Pabna	35 ”
Tippera	30 ”	Malda	55 ”

(b) For the purpose of this rule natives of the transferred districts are considered foreigners in the districts of Assam and *vice versa*. Beharis are foreigners in all districts of the province.

(c) Nepal-born Gurkhas who are ex-sepoys from the army or military police battalions may be recruited only in Jalpaiguri, Rangpur and Dinajpur districts of Rajshahi division and in Assam for purposes of instructing the civil police which is composed largely of British-born hill men, in drill. Such recruitments will be strictly confined to those who have made up their minds to reside permanently in India. (*Vide Home Dept. letter No. 252, dated 10th March 1909.*)

(d) The sons and relations of persons who have done good service in the police or other Govt. service, if qualified, will be given preference over other candidates.

20. Enlistment of reservists prohibited.—Reservists of the native army may not be employed in the police (*vide* paragraph 20 of the regulations for the Indian army reserve). But native soldiers who on taking their discharge from the colours have not entered the reserve or who having entered it, have since resigned may be so employed. (*See G. G. O. Military Dept. 1 No. 1944, dated the 20th May 1904.*)

Rules regarding the re-appointment of reservists of British Army in the police Dept. will be found in Govt. of India's (Army Dept.) letter No. 4664-B., dated 7th December 1908.

21. Re-enlistment of police officers.—(a) No person who has been dismissed or removed from Govt. employment may be re-employed in the police without the express sanction of the I. G. P. A police officer who has resigned may not be re-enlisted, unless his previous character when in the force has been ascertained to have been satisfactory from a reference to the S. P. of the district where he was formerly employed. Re-enlisted Consts. who have previously been trained in a school need not again be deputed to the training school.

(b) Subject to the provisions of Chap. XXI of the C. S. R. men of good character drawing less pay than Rs. 20 per month, who may have resigned owing to a pressing need for leave, which the exigencies of the service did not allow them to obtain, and who have been re-enlisted under the above clause may be allowed to count towards gratuity or pension the service which they had accumulated on discharge, provided that they re-engage within one year from the date of such discharge. Each such case will be reported to the I. G. P. who will decide whether the individual is deserving of the privilege. The sanction required in the last two paragraphs should be filed with the verification Tolls after entering it in the service sheet.

(c) Previous service will not as a rule be allowed to count for pension in the case of a man who has resigned to avoid a transfer. When men are re-enlisted their previous discharge certificates must be re-claimed and kept with their service sheet. They must be examined and passed by the medical officer before re-enlistment.

(d) No S. P. on transfer to any district may enlist men belonging, or who have belonged to the police force of the district in which he has last served, without the sanction of the D. I. G.

22. Recruitment from other districts.—Should a S. P. be unable to obtain recruits of the requisite class in his own district, he may request the S. P. of a district where men are obtainable, to forward the number required. The S. P. of the recruiting district must satisfy himself that the candidates are properly qualified as regards health and character, and that they are willing to go to the districts for which they are destined, and enlist them and send them in charge of the officer deputed from the requisitioning district. The men must be entered on the books from the date of enlistment. Ss. P. applying for recruits, must keep vacancies for them and see that the district allotment is not exceeded. The actual journey and diet expenses of recruits recruited in one district and sent to another will be borne by Govt., and a sum sufficient for the purpose should be advanced to the officer who is sent on recruiting duty.

23. Recruitment in place of men on leave without pay.—When the number of men in the reserve is small, recruits may be enlisted to fill vacancies due to the absence of men on leave without pay, but otherwise they must not be enlisted except to fill permanent vacancies.

24. Medical examination of candidates and the register of candidates.—(a) All candidates before being admitted to the service will be examined by the Civil Surgeon. A candidate register in form No. 69 of schedule XL(A) will be kept up in which every man's name will appear. No man will be enlisted unless the Civil Surgeon passes him as fit, and certifies that he has been vaccinated, inoculated, or has had small-pox. In the case of men enlisted on salaries of Rs. 20 a month or upwards a health certificate in form No. 44 of schedule XLIII should be furnished by the Civil Surgeon and be attached to the first establishment bill in which salary is drawn for him. No charge will be made for medical (health) certificates from selected candidates.

(b) When a candidate is sent for medical examination, his left thumb impression will be taken against the entry in column 1 of the register and the examining medical officer will take a similar impression on the corresponding side and the two impressions will be compared.

(c) Candidates selected for employment in Govt. service will be examined by the Civil Surgeon only on the requisition of the head of the Dept. for which they have been selected—that is, in the case of Consts. by the S. P.

25. Enlistment of educated men as Consts.—Writer Consts. no longer exist as a separate class, but as it is the intention of Govt. that all posts of head-Consts. shall be filled by promotion from the ranks of Consts., Ss. P. should, for the purpose of carrying out clerical work in court, P. Ss., and O. Ps., endeavour to recruit as Consts. a certain number of educated young men of better class than the ordinary Consts. Such young men must go through the ordinary training and must be prepared to perform all the duties of ordinary Consts., but Ss. P. may, if they appear fit for promotion to the rank of head-Consts., show them such consideration as is compatible with the rules. Before engaging any such candidate the S. P. must make careful enquiries as to his character and exclude any man whose antecedents are not entirely above suspicion. The working of the rule should be carefully watched by superior officers.

26. Agreement to be taken from Consts. on enlistment.—Before enlisting a recruit under Act V of 1861 and sending him to the Consts.' school for training, Ss. P. will take from him an agreement in form No. 70 of schedule XL(A), whereby he will be required to serve the Govt. for three years after being posted to any district or in default to refund the cost of his training at the school and his travelling expenses to and from the school. The agreement must be signed in the presence of S. P. and the reserve officer who should both sign it as witnesses. The agreement, duly executed, will be forwarded by registered post to the Principal of the school. The conditions of the agreement may be relaxed in special cases, but every such case should be reported to the D. I. G. with the explanation of the necessity for relaxation.

27. Verification rolls of Consts.—(a) On the occurrence of a vacancy the S. P. will select the most suitable candidates from amongst those entered in the register of candidates who have been passed by the Civil Surgeon. The reserve officer will then, after questioning the candidate, carefully fill in the verification roll, form No. 67 of schedule XL(A), in accordance with the answers given and produce him before the S. P. If the latter, after examining the roll and questioning the candidate, is satisfied, he will cause the impression of the candidate's left thumb to be taken on the roll and pass orders for his enlistment in the register of candidates, and himself sign the verification roll.

(b) The order for enlistment will then be entered in the order book, the recruit's service sheet be prepared, and the verification roll be despatched for enquiry as to the antecedents of the man, to the S. P. of the district in which his home is situated, after entering the replies in the language of the district to which it is sent if it be in Behar or west of

Behar. The number and date of the despatch will be noted in the proper place in the service sheet, and on the return of the roll with a report that the man bears a good character and has made a truthful statement as to his antecedents, the S. P. will initial this entry and have the necessary entry made in the service sheet and order the verification roll to be filed. If the character of the man is reported to be bad, or his statement false, his name will be struck off.

(c) A verification roll must be tested by a local enquiry made by an officer of not lower rank than a head-Const. The file of dismissal report slips kept in P. Ss. must also be examined and the result reported.

(d) Verification rolls should not be sent to Nepal to be tested.

28. Training of head-Consts. and Consts.—Head-Consts. and Consts. on being enlisted will be trained in training schools. Separate instructions have been issued in regard to the course of instruction.

29. Appointment certificates.—Every person on being appointed to any post in the police below the rank of Astt. S. P., or Dy. S. P., must, in order that he may be vested with the powers, functions and privileges of a police officer under Act V of 1861, be furnished with an appointment certificate in form No. 71 of schedule XL(A), as required by § 8 of the Act. Thus, a Const. appointed on probation, if utilised for police work, must be given an appointment certificate. The certificates will be signed by the S. P. in the case of Consts., head-Consts., Sergeants and Sub-Insp. other than probationary Sub-Insp., who are first appointed to the school. The latter will be signed by the Principal of the school after the candidate has passed the final examination. The appointment certificate of Insp. will be signed by the D. I. G. No promotions will be entered on the appointment certificate except from the rank of Sub-Insp. to Insp. On promotion of an officer from the rank of Sub-Insp. to Insp. his appointment certificate must be sent to the D. I. G. for signature.

30. Transmission of recruits to school.—Recruits before despatch from their districts must be very carefully medically examined and their verification rolls must be carefully tested. Ss. P. sending recruits must send with them to the school their agreement papers, last-pay certificates, service sheets, clothing hand books and verification rolls. All recruits before being sent to the school must be supplied with a full new kit and provided with their travelling expenses. On finally leaving the school each recruit will be given a small advance of pay, and his travelling expenses will be adjusted on arrival at his district.

31. Pay of recruits while in the school.—Recruits will draw the minimum pay fixed for Consts. in the district where the school is situated and the usual grain compensation allowance when sanctioned. Their pay will be drawn by the Principal in one consolidated bill mentioning therein the names of the districts to which the pay is debitable. The Principal of the Consts. training school will confirm such Consts. as pass out of the school successfully.

32. Appointment certificates of men on leave and men discharged.—The appointment certificate of a police officer going on leave will be taken from him and kept until his return.

Appointment certificates of men dismissed should be destroyed as soon as the order has been upheld on appeal, those of men discharged or deceased should be destroyed at once. The words "A. C. destroyed" will be entered in the remark column of the incident register under the initial of the S. P.

If any certificate is missing the reason must be explained by the defaulter. If a police officer loses his certificate he must at once report the loss to the S. P. and should be punished in default of so doing.

33. Enrolment of boatmen and crews of police boats and launches.—Boatmen and crews of police boats and launches should be enrolled under Act V of 1861, if suitable men can be obtained who consent to be so enrolled. If so enrolled, they should be given an appointment certificate under § 8 of the Act.

34. Consts.' district number to be worn on left breast.—Every Const. on being enlisted will be given a district number, which will remain unchanged so long as he remains a Const. The number given will be that of the Const. in whose vacancy he has been enlisted. Thus the highest number in use will represent the total number of Consts. sanctioned for the district. The primary object of the number is to serve as a means of identification. It should always be given in all official documents after the Const.'s name, and must be worn attached to the uniform on the left breast just above the nipple. The number will also be used for marking a Const.'s clothing, accoutrements, etc., and must be entered in his service sheet.

SERVICE SHEETS. (Rules 35 to 40.)

35. Service sheets.—A service sheet in form No. 72 of schedule XL(A), will be opened for every officer on his being enlisted and in it will be entered from time to time all important incidents connected with his service. One important object of the service sheet is to record all information required for the preparation of pension or gratuity rolls.

36. Service sheets how kept.—(a) On enlistment all the information required on page 2 of the form will be carefully filled in, and an impression of the police officers' left thumb will be taken in the space provided therefor. The details required regarding the man's previous service under Govt., if any, must be filled in with special care. A reference should be made to the orders condoning any deficiency in height or measurement or sanctioning re-enlistment where necessary. All other incidents of service which are required must be entered as they occur and must be initialled by the S. P. or by an Asst. S. P. or Dy. S. P. Entries must be neatly and legibly written and each entry must occupy the minimum space compatible with its being easily legible.

The number allotted to each officer by the A. G. for police provident fund purposes must be entered after the "date of return of verification rolls." The district number of each Const. (*vide* rule 34 above) will be the service sheet number. The sheets of officers of other

ranks should be numbered in a separate serial. The number thus given becomes the district number. Re-numbering is prohibited. In case of promotion or reduction, the new rank and number should be noted below the old one.

(b) The following detailed instructions are given regarding entries in service sheets:—

(i) *Promotions*.—Against all acting promotions, the nature of the vacancy should be clearly specified, *i.e.*, whether the acting promotion was in a permanent vacancy or in a temporary one, caused by the absence of the permanent incumbent on leave with or without allowances, or on transfer to foreign service. In cases when a Sub-Insp. permanently promoted to the rank of Insp. is not already acting as Insp., the date of promotion as well as the date on which he actually assumes charge of Insp.'s duties, *i.e.*, the date from which he draws increased pay, should be noted in the service sheet.

(ii) *Rewards*.—Good service marks will be entered (*vide* rule 47 below), and the grant of any reward, with the amount granted, and brief note of the reason will be added in each case. If the reward is granted by a magistrate under the Excise or any other Act, the Act will be mentioned. If granted by the S. P. or I. G. P. the number and year of the district order will be given.

(iii) *Punishments*.—All major punishments will be entered. All minor punishments shall also be entered in the service sheet unless the S. P. gives a distinct order to the contrary. The entry will give the number and year of the district order and the reason and amount of the punishments. If under his order they are not entered, they will not be taken into consideration for the purposes of the approved service rules. When service sheets are sent to another district or to the I. G. P., copies of district orders regarding punishments will also be sent. Black marks will find entry and when a black mark is wiped out on the expiry of six months' good service or otherwise, two red ink lines will be drawn across the entry and the words "cancelled—D. O. No. dated the " written across it. Every conviction in a criminal court with the § and punishment inflicted will be entered in the service sheet.

(iv) *Leave*.—The nature of the leave granted should be specified in words and not merely by a reference to the C. S. R. or Police Manual. Leave granted need not be entered until it is actually taken.

(v) *Postings*.—In the pages reserved for the purpose will be kept a brief record of the postings of each officer with dates. Temporary postings such as to treasury guards, etc., need not, however, be entered. Whenever a Const. is put through a course of target practice the fact will be recorded in this part of the form.

37. Service sheets for boatmen and the crews of launches.—Service sheets will be kept for boatmen and the crews of launches.

38. Service sheets how filed and disposed of.—Service sheets must be carefully kept in a place where they will not be injured by insects or damp. They should be tied together or kept in bundles or in files of suitable size. Those of Consts. should be kept in the serial order of the Consts.' district numbers. The orders regarding the disposal of

service books contained in II. 33 are applicable also to service sheets. For rules regarding confidential character rolls see I. 89.

39. Service books.—In addition to service sheets, service books as required by Art. 816, C. S. R., must be kept for all officers except police officers on less than Rs. 20 a month.

40. Service sheets of cadets in training schools.—The service sheets and service books, and confidential character rolls of cadets in the training school will be prepared and maintained by the Principal of the school who will send them to the Ss. P. of the districts to which the cadets are posted on completion of their course. A note of the result of the final examination will be made in the service sheets of all the cadets.—(*G. O. No. 313 J., dated 18th January 1908.*)

PROMOTION OF POLICE OFFICERS. (Rules 41 to 49.)

41. General rules for promotion of non-gazetted officers.—(a) Insps. will be borne on provincial lists, and promotions will be made by the I. G. P., but the D. I. G. may fill up temporary vacancies including leave vacancies among Insps. by the promotion of Sub-Insp. within the range. For the purpose of this rule the C. I. D., Ry. and river police will constitute a range under the D. I. G. in charge of C. I. D., etc., who, if suitable officers be not available in C. I. D., Ry. and river police, will ask the range D. I. G. to depute an officer. Sub-Insp. will be borne on range lists, but there will also be for each district a cadre showing the number of Sub-Insp. of each grade assigned for the district under the proposals of the Police Commission. When a vacancy occurs in any district in any grade but the lowest, the S. P. will submit his recommendation for promotion to the D. I. G., and the latter will be bound to accept it, unless—

- (i) he considers the nominee unfit for promotion;
- (ii) the promotion of the nominee will involve the supersession of another officer in the range more than one year his senior, whom the D. I. G. considers fit for promotion;
- (iii) the promotion will cause the number of Sub-Insp. in the grade to exceed the strength laid down in the district cadre.

In cases (i) and (iii) the D. I. G. will refer the question of promotion to the I. G. P. for orders, with his reasons for not accepting the S. P.'s proposals and his own recommendation. In case (ii) the D. I. G. may so refer the question if he does not accept the S. P.'s proposals.

(b) To fill a permanent vacancy in the lowest grade of Sub-Insp., Ss. P. will report the vacancy as soon as it occurs to the D. I. G. of the range, who will arrange to fill it up by absorbing one of the probationary Sub-Insp. recruited to fill prospective vacancies and posted to districts as "supernumeraries". If, however, no supernumerary Sub-Insp. is available, the D. I. G. will report the vacancy to the I. G. P. for orders.

[NOTE.—In the case of the hill districts the vacancies should be reported direct to the I. G. P.]

(c) Officiating promotions to fill temporary vacancies in the rank of Sub-Insp. caused by leave, deputation or reduction of six months' duration or less will be made by Ss. P. Temporary vacancies of over six months will be filled up by the D. I. G. of the range. The date from which such promotions shall take effect shall be decided by the D. I. G. or S. P. as the case may be.

[NOTE.—Temporary vacancies in the rank of Sub-Insp. will be filled by promotion from the rank of head-Consts. and not by the appointment of outsiders or of Govt. servants holding other posts.]

(d) Head-Consts. will be borne on district lists and their promotion will be made by the S. P.

(e) When promotions are made in all ranks due regard shall be given to the opinion of the District Magistrate whether set forth in the annual return of character and qualifications (*vide* rule 46 below) or otherwise communicated.

42. Promotion in the place of an officer reduced or dismissed.—An officer of lower rank appointed to do the work of an officer reduced or dismissed shall not draw the increased rate of pay, pending the result of appeal.

43. Grade promotion of Insp. and promotion to the rank of Insp.—(a) Half the sanctioned number of posts of Dy. Ss. P. will be filled by promotion from amongst Insp. These appointments will be made by Govt. on the recommendation of the I. G. P. They will not be governed by considerations of seniority.

(b) Grade promotions of Insp. and promotions to the rank of Insp. will be made by the I. G. P. on reports received from the D. I. G. The latter will base his recommendations on the annual and quarterly returns of character and qualifications submitted by Ss. P. under rule 46 below, tempered of course by his own knowledge. Ss. P. must bear in mind the importance which is attached to these annual and quarterly returns. If the recommendation of the D. I. G. entails the supersession of any officer or officers, the reason for the supersession must be given or a reference given to previous correspondence containing the reasons. The opinion of the S. P. and District Magistrate regarding both officers recommended and officers passed over must also be stated clearly in each case.

(c) Grade promotion will ordinarily be given by seniority unless the officer concerned is unfit for promotion. In the case of promotions to the rank of Insp. seniority will carry far less weight, the primary consideration being fitness for the post.

(d) In submitting recommendations for promotion due weight must be given to good service marks, and the black mark rules must be strictly observed.

N.B.—The Deputy Commissioner, Khasi and Jaintia Hills, shall exercise the powers of a S. P., and the Assistant or Extra-Assistant Commissioner, the powers of an Assistant S. P. The Commissioner, Surma Valley and hill districts, will exercise all the powers of promotion of Consts. and head-Consts. vested in the I. G. P. by these rules.—(G. O. No. 3964-J., dated 11th September 1907, and Govt. Notifn. No. 3825-J., dated 2nd September 1907.)

(e) Under the rules grade promotions cannot be made in officiating vacancies.

(f) Temporary vacancies, that is, vacancies of six months' duration or less, should, whenever possible, be filled locally by the promotion of the most suitable Sub-Insp. in the district irrespective of his seniority in the range gradation list.

44. Promotion of Sub-Insp.—The rules regarding the promotion of Sub-Insp. have been framed in order to carry out the recommendation of the Police Commission accepted by the Govt. of India (*vide* para. 56 of Home Dept. Resln. No. 248-259, dated the 21st March 1905), that the promotion of officers of and below the rank of Sub-Insp. should rest with the S. P. so far as is compatible with the maintenance of range lists. Here again grade promotions will be governed mainly by seniority, but the recommendations of Ss. P. for special promotions on account of special merit must receive every consideration from the D. I. G. The good service mark and black mark rules afford Ss. P. considerable scope for expediting the promotion of meritorious officers and delaying that of officers who have done badly, and these rules must be strictly observed in making promotions. Grade promotions of Sub-Insp. cannot be made in officiating vacancies. Promotion to the first grade will be given to those deserving Sub-Insp. who have done good work but are not considered fit for promotion to Inspectorship. It must be distinctly understood that officers thus promoted will not, as a rule, receive further promotion. (*Vide Cir. No. 16 of 1909.*)

45. Activity of police officers.—Activity, strength and good health in a police officer are essential for the performance of his duties. If, therefore, any police officer is suffering from any disease, constitutional affection or bodily infirmity which prevents the active performance of his duty, the S. P. must have him medically examined and if he is reported by the medical officer to be unfit for active duty he should either be placed on leave until cured, or if the disease is incurable he must be removed and a report must be submitted for removal, as the case may be. Where necessary the I. G. P. will arrange with the Inspector General of Civil Hospitals for convening a medical board.

46. Annual and quarterly reports on character and qualifications of Insp., Sub-Insp. and ministerial officers.—Ss. P. will submit on the 15th January each year a report in form No. 73 of schedule XL(A), through the District Magistrate to the D. I. G. of the range. The information thus obtained relating to Sub-Insp. and ministerial officers will be entered in the annual conduct rolls, form No. 74 of schedule XL(A), to be kept in the office of each D. I. G. On these rolls the D. I. G. should confirm probationary Sub-Insp. who have been favourably reported on after one year's service. The returns relating to Insp. and 1st and 2nd grade Sub-Insp., with such remarks as the D. I. G. may consider necessary, will be forwarded to the I. G. P. in order that the information may be entered in a similar roll kept in the I. G. P.'s office.—(*G. O. No. 7606-J., dated the 7th July 1906.*)

On the 5th of April, July and October the S. P. will report to the D. I. G. any change which he wishes to make in regard to the recommendations for promotion and other matters contained in his report of the previous January. If he has no changes to make, he will merely report the fact. The submission of these quarterly reports is not intended to prevent a S. P. from addressing the D. I. G. demi-officially at any time regarding the fitness for promotion of any officer.

The Ss. P. of railways and of rivers, as also the Personal Assistant in respect of officers employed in the C. I. D., will submit this return to the D. I. G. in charge of C. I. D., etc. All Ss. P. should report anything reflecting against C. I. D. officers working in their districts to the D. I. G. of that Dept.

All good service or black marks awarded during the year should be shown.

A note should be entered in this return showing what changes there have been, if any, in the landed property owned by the officers reported on. The return and the conduct rolls are to be kept by the head or a selected clerk and must not be shown to any other officer.

47. Good service marks.—The following rules have been prescribed for the grant of good service marks. D. Is. G. should keep a watch on the grant of good service marks and see that a fairly even standard is maintained throughout the range in granting them :—

(a) Good service marks may be given to all enrolled officers of and below the rank of Insps. and to all unenrolled officers of the police Dept. They are awarded for specific acts of good service, for good work in specific cases and not for general good service. They should be awarded by the S. P. who should draw up a proceeding stating shortly the reason why the good service mark is awarded and quoting the number and date of the cases, if any. The award of good service marks must be entered in the service sheet under heading "rewards" and the entry should mention the number and date of the district order, and should be signed by the S. P.

(b) Good service marks should, in the case of officers, be ordinarily awarded in lieu of and not in addition to a money reward, but in the case of Consts. may be in addition to a money reward.

(c) The S. P. may, on his own authority, award to the same person two good service marks for one specific act or for good work in one case, and with the sanction of the D. I. G. may award three such marks.

(d) Good service marks will be taken into consideration when promotion of officers are made and between officers of equal seniority, *i.e.*, appointed to the rank or grade in the same year; good service marks will give a prior claim to promotion.

(e) If the S. P. considers that the service rendered is deserving of greater reward than 3 good service marks he shall forward the proceeding through the D. I. G. to the I. G. P., who may grant a special certificate which shall entitle the holder to consideration for special promotion.

(f) Reduction in a grade or three black marks will cancel all good service marks.

(g) Three good service marks will cancel the effect of any number of black marks less than 3, and in the case of Consts. one good service mark will cancel the effect of two entries in the defaulter's sheet under the approved service rules, or, if the S. P. orders it, any period which he may have ordered to count as an interruption under clause (c) (iv) of the approved service rules.

(h) Good service marks should not be lavishly granted or their object will be defeated.

(i) Officers of the C. I. D. will, compared with other police officers, have special opportunities for gaining distinction, and this should be borne in mind in awarding good service marks to them.

(j) In the case of Insp's. of the first and second grades, whose service books are kept in the A. G.'s office, the award of such marks should be reported to the office of the I. G. P. for communication to the A.G.

(k) The award of good service marks should be published in the *Police Gazette*.

48. Rules for the grant of approved service increments to Consts.—The following are the rules regarding the grant of approved service increments to Consts. :—

(a) Consts. are entitled to an increment of pay amounting to Rupee one after three years' approved service, to a second increment of Rupee one after a further seven years' approved service and to a third increment of Rupee one after yet another seven years' service.

(b) "Approved service" is service for the period named without any of the interruptions specified in clause (c).

(c) The following incidents will constitute interruptions in approved service. The interruption will last for the period named against each, unless the S. P. shall, by an order giving reasons in writing, otherwise direct with the approval of the D. I. G. :—

i. Leave other than leave on full pay The period of the leave.

ii. Suspension or judicial punishment for an offence affecting the Const.'s character as a policeman One year.

iii. Five entries in the defaulter's sheet including censures and warnings within the first period and ten entries within the second and third periods Two years.

iv. Any period which the S. P. shall direct to count as an interruption by a specific order passed after drawing of proceedings The period ordered.

(d) Any such interruptions as are mentioned in clause (c) will require an additional period of approved service, which period shall begin from the completion of the three or seven years prescribed at the beginning of these rules, in order that the first, second or third increment, as the case may be, may be earned. If any further interruption occurs in the additional period, it will entail a second additional period of approved service beginning from the conclusion of the first additional period.

Example.—A Const. of nine years' approved service becomes liable to an interruption of one year. Being of nine years' service he will, in any case, have to serve one year to complete the seven years' service ordinarily required to earn his increment, and he will then, owing to the interruption, have to serve one more year as additional service before he can obtain it. If he again becomes liable to an interruption of one year, he will have to serve that additional year on the completion of the additional year already awarded for his former interruption.

(e) Interruptions of approved service after a Const. has served seventeen years and earned the full increments allowed will entail definite punishment of reduction to any of the grades below, except in the case of clause (c)(i). Such reductions shall be for stated periods, at the option of the S. P., subject of course to the usual appeal.

(f) In all cases of judicial punishments the S. P. shall decide whether the offence is one which affects the Const.'s character as a policeman.

(g) If it be considered necessary to reduce a Const., or as it should now be more properly termed, to deprive him of his approved service increment as a specific punishment, the period for which he should be deprived of such increment should be specified in the order. That period will not count for approved service and any penalties incurred during its course will take effect in the usual way. Any period of approved service counting for increment, which had been put in by a Const. at the time when he was awarded deprivation of service increment pay as a specific punishment, will remain at his credit on the expiry of the term of his degradation.

(h) The D. I. G. shall have power to revise any orders passed under the rules or to relax the rule in particular cases of hardship.

(i) The following instructions should be observed in the application of these rules:—

(i) All entries regarding approved service will be made in the Const.'s service sheet in pages 4 and 5.

(ii) On the attainment of an increment two thick lines should be drawn across the column and the following entry made between them in red ink:—

“Earned (first, second or third) increment.”

(iii) On the occurrence of any interruption of approved service owing either to absence on leave, to suspension, to a specific punishment or to the number of entries in the defaulter sheet reaching five or ten, as the case may be (*vide* clause (c) of the approved service rules), the period of interruption must be entered in red ink with the number and date of the district order.

(iv) To ensure the Const. obtaining his increment on the proper date, the defaulter sheet should be gone through at the beginning of every year, and a note made of those men who would ordinarily attain their increment during the year, in a rough book to be kept for the purpose.

- (v) A fresh period for the accumulation of defaulters' entries is begun after the end of any additional period awarded for five or ten defaulter entries, as the case may be.
- (vi) The entries in the defaulter sheet necessitated by these rules will invariably be initialled by the S. P.
- (vii) The dates from which such increments should be drawn are laid down in II. 202.

49. Approved service stripes and star.—(a) Approved service stripes will follow the grant of approved service increments, *i.e.*, one for three years' approved service, two for ten years and three for seventeen years.

(b) A star to be worn on the coat sleeve half-way between the shoulder and the elbow of the left arm or above the approved service stripes, may be awarded to a Const. by the S. P. for conduct in which special merit, extraordinary address, acuteness or courage has been displayed.

(c) The approved service stripe will consist of a brass chevron containing one, two or three bars, as the case may be, worn point downwards half-way between the shoulder and the elbow of the left arm.

(d) The grant of the approved service star should be entered in the service sheet (*Cir. No. 12 F. of 1906*).

PUNISHMENTS AND APPEALS. (Rules 50 to 69.)

50. Powers of punishment.—The following are the powers of officers in regard to punishments:—

(a) The I. G. P. may suspend, reduce, or dismiss any police officer of or below the rank of Insp., or impose on any such police officer any one or more of the following punishments, namely:—

- (i) Deprivation of approved service increment or stoppage of promotion.
- (ii) Removal from any office of distinction or special emolument.
- (iii) Entry of black mark against his name according to the rules prescribed.
- (iv) Forfeiture of leave.
- (v) Confinement to barracks for a term not exceeding 15 days.
- (vi) Punishment drill.
- (vii) Extra guard, fatigue, or other duty.

Provided that the punishments mentioned in clauses (v), (vi) and (vii) shall not be imposed on any Insp. or Sub-Insp.

(b) A. D. I. G. or S. P. may suspend any Insp. subordinate to him, pending enquiry into his conduct, and may impose on any police officer subordinate to him below the rank of Insp., any punishment which might be imposed on such officer by the I. G. P., provided that a D. I. G. or S. P. shall not dismiss any Sub-Insp.

(c) Any officer in charge of a district shall have the power of a S. P.

(d) An Astt. S. P., Dy. S. P. or Insp. may suspend any head-Const. or Const. pending inquiry into his conduct. Astt. Ss. P. and Dy. Ss. P. have further been empowered (*vide Govt. Notifn. No. 1004J., dated the 24th February 1908*) to exercise within the districts to which they are attached the powers of a S. P. under § 7 (b), Act V of 1861, that is to inflict on head-Consts. and Consts. the following punishments:—

confinement to quarters for a term not exceeding 15 days with or without punishment drill;
extra guard;
fatigue and other duties.

But these powers shall not be exercised in any district by any Astt. S. P. or Dy. S. P. without the general or special permission of the S. P. to be given in writing.

(e) As regards Consts. and head-Consts. in the Khasi and Jaintia Hills the Commissioner of Surma Valley and hill districts will exercise all the powers of punishment vested in I. G. P. by the foregoing clauses. In respect to Insp. and Sub-Insp. the I. G. P. will exercise the authority vested in him by the above clauses, but no orders should be passed by the I. G. P. or confirmed by him on appeal, stopping the promotion of an Insp. or Sub-Insp., awarding black marks to, or reducing, dismissing or transferring such officers without a reference to the Commissioner. In case of difference of opinion between the Commissioner and the I. G. P. the matter should be referred to Govt. (*P. G. Notifn. dated 10th October 1907.*)

51. Major and minor punishments.—Punishments are divided into major and minor. Major punishments include dismissal, removal from service, reduction, stoppage of promotion, removal from any office of distinction or special emolument, the award of black marks, stoppage of approved service increment, confinement to quarters and loss of pay. Minor punishments include warnings, censures (reprimands for misconduct), extra drill, fatigue duty, deprivation of approved service stripes. Suspension is not to be considered a specific punishment, and is only authorized in cases where the continuance in an office of an officer pending enquiry into his conduct is prejudicial to public interests. When enquiry is completed, some definite order of acquittal or punishment must be recorded.

52. Fining not to be resorted to.—Fining may not be resorted to as a punishment but a police officer may be ordered to make good the value of Govt. property lost or destroyed or injured through his default or neglect and may be deprived of his pay or twice the amount of his pay for absence without leave, *vide rule 97 below.*

53. Transfers not to be ordered as punishment.—An order for transfer must not be passed as a punishment. It may be that the character and conduct of the officer whose case is being dealt with renders a transfer necessary in the interests of the administration, and in such circumstances the transfer may be ordered, but it must form no part of

the order of punishment. The transfer of officers and men to the lines as a specific punishment is prohibited.

54. Fatigue duty and punishment drill.—Consts. may be employed on fatigue duty, but such duty must not include any work which is degrading or contrary to caste feelings; it may, however, include the keeping of lines and compounds tidy by clearing the jungle and weeds and any duty which might be required of a caste regiment, including the maintenance and repair of butts.

Punishment drill will be carried out under the eye of a head-Const. detailed for the duty. It should not exceed two hours a day nor more than one hour at a time in addition to the ordinary parades and drills.

55. Distinction between removal and dismissal.—When it is found necessary to deprive an officer of his appointment under Govt. the following instructions, prescribed by the Govt. of India, must be carefully observed :—

(a) Removal from office for unfitness should not usually entail further consequences, and should not operate as a bar to future re-employment on duties for which the person removed may be suited : removal should be the penalty in all cases where it is not thought necessary to proscribe future re-employment under Govt. In every order under which a Govt. servant is deprived of an appointment, it should be stated whether he is merely removed from office or whether he is dismissed.

(b) Officers who have been dismissed should not ordinarily be re-employed, and in no case may they be re-employed without the previous sanction of the I. G P.

(c) Ordinary cases of dismissal of non-gazetted officers will not be notified in the Govt. gazette. Dismissal will be notified only—(i) when it is necessary to inform the public of the removal from service of an officer, whether because his appointment was previously gazetted, or from any other cause; and (ii) when it is necessary to take more than ordinary precautions to exclude from re-employment under Govt. a public servant dismissed for a heinous offence, *e.g.*, for fraud, or falsification of accounts.

(d) These rules do not affect the rules contained in Part II regarding the publication of convictions, etc., in the police gazette.

56. Dismissal report slip.—In order to prevent the re-enlistment of dismissed men form No. 75 of schedule XL (A) will be filled up, written in English, and be sent to the native district of each man dismissed. The S. P. of this district will have the information written in the vernacular of the district, and forwarded to the station interested to be carefully filed and consulted when a verification roll is received for local enquiry.

57. General instructions as to punishments.—Ss. P. must avoid undue harshness in inflicting punishments. Offences connoting moral turpitude must be carefully discriminated from smaller wrong doings. Every effort must be made to maintain discipline and to correct the smaller faults of officers by instructions and by warnings, without resorting to more severe punishments. This instruction more particularly

applies to the errors and omissions of young and inexperienced officers. A censure or warning, if conveyed at a personal interview, is often far more effective than if communicated only in writing. In inflicting punishment the general character of the officer affected and his past services must be taken into consideration. No major punishment may be inflicted on a police officer, until proceedings as prescribed in rule 66 below have been drawn up against him and his explanation taken in writing. For the purposes of punishment and reward an officer officiating in a higher rank must be treated as belonging to that rank.

58. Orders as to degradation.—When an order of reduction of grade is passed the following instructions must be strictly followed :—

(a) Each order of degradation will explicitly set forth the amount of pecuniary penalty caused by the order.

(b) Orders of degradation will ordinarily be for a specified time and at the end of the period named the officer punished will regain his former place in the gradation list.

(c) In cases of exceptionally grave wrong doing when it appears that an officer is holding a position in the list for which he is permanently unfitted, such officer may be ordered to lose his place in the gradation list permanently, but such severe punishments must be explicitly justified and the amount of pecuniary penalty entailed must be set forth.

59. Orders of degradation of Sub-Insp., sergeants and head-Consts. to be at once reported to D. I. G.—All orders of degradation of Sub-Insp., sergeants and of such head-Consts. as have been reported or recommended for promotion to the rank of Sub-Insp. must be at once reported to the D. I. G. to enable him to keep his range gradation list correct. In the case of first and second grade Sub-Insp. and sergeants a report must be sent by the D. I. G. to the I. G. P.

60. Punishment of Insp.—When the conduct of an Insp. calls for punishment the matter must be reported either by the D. I. G. or by the S. P. through the D. I. G. to the I. G. P. with the recommendation of each officer. In cases in which the infliction of a major punishment is likely or possible, charges must be drawn and the prescribed procedure followed by the officer who initiates the proceedings. The attention of Ss. P. is directed to I. 46, under which serious cases of misconduct must be reported to the District Officer.

The date on which an Insp. vacates his appointment on dismissal, or from which he is suspended should be promptly reported to the Personal Assistant to the J. G. P. through the D. I. G.

61. Rules regarding black marks.—The following rules regulate the award of black marks. Consts. are excluded from the operation of these rules, since in their case the approved service rules render them superfluous :—

(a) Black marks may be awarded in lieu of or in addition to other punishments enumerated in rule 51 above to Insp., Sub-Insp. and head-Consts. They are intended to take the place of fines, which shall not be inflicted.

(b) A black mark will be treated as a major punishment and proceedings required by rule 66 must be drawn up whenever it is inflicted.

(c) The effect of a black mark will be to bar all promotion, provided the bar may be removed (i) by the award to the officer concerned of a good service mark, and (ii) by uninterrupted good conduct for a period of six months spent on duty.

If an officer has obtained two black marks uninterrupted good conduct for 12 months spent on duty is required to remove the bar to promotion, if he has been awarded three black marks 18 months' uninterrupted good conduct; if he has more than three black marks two years' uninterrupted good conduct. Warnings, censures and reprimands shall count as an interruption of good conduct unless the S. P. specifically directs otherwise at the time of ordering such warning, censure or reprimand.

(d) If an officer who has already received two black marks, the effect of which has not yet been cancelled by good conduct or by good service marks, receive a third black mark, the third black mark will entail reduction of one grade or, in the case of an Insp., Sub-Insp. or head-Const. of the lowest grade, reduction of rank. An officer so degraded or reduced under this rule will be entitled to regain his former place on the provincial list if an Insp., in the range list if a Sub-Insp., or in the district gradation list if a head-Const. by uninterrupted good conduct for 18 months spent on duty.

(e) Similarly 9 black marks, if their effect has not been cancelled by good conduct or good service marks, will entail dismissal. For the purposes of this rule, previous reduction of rank or grade if inflicted within seven years, whether imposed under this system or otherwise, will be treated as equivalent to three black marks.

(f) Not more than one black mark shall be awarded for any one offence except when the offence is such that moral turpitude can reasonably be inferred.

(g) Reduction of rank or grade, whether under these or other rules, will cancel all existing black marks, provided that a previous reduction, if inflicted within the period of seven years preceding, shall be counted as three black marks towards the total of nine black marks, which under clause (e) entail dismissal.

(h) Black marks whether awarded alone or in addition to other punishments, shall take effect from the date of the offence unless otherwise stated.

(i) The order awarding black marks shall specify the number of black marks outstanding against the delinquent, and when the imposition of one more black mark will result in his reduction or dismissal under these rules the order shall warn him that such is the fact.

(j) Black mark entries will be duly entered in the service sheet of officers and men and also in the officers' confidential character rolls. On the expiration of the term of six months' good service in case of one black mark, 12 months in case of two black marks, 18 months in the case of three black marks and two years in the case of more than

three black marks an entry on the following lines will be recorded in red ink against the entries in the above registers :—

“Effect” cancelled. (*Vide* rule) or “cancelled D. O. No. , dated (*vide* rule)”.

(k) These rules shall be strictly enforced, but in case of hardship the S. P. may refer to the D. I. G. who is empowered to relax the rules for good reasons shown. No appeal shall lie from an order inflicting a black mark except that in the case of a black mark involving degradation or reduction or dismissal of an Insp., Sub-Insp. or head-Const. an appeal will lie as prescribed in rule 68.

The I. G. P. and the D. I. G. have powers to review any orders passed under these rules.

62. Punishments of servants in police hospitals.—Police officers have no authority to punish the native doctor or compounder attached to the police hospital. If there be cause for complaint, the S. P. should bring the matter to the notice of the Civil Surgeon for necessary action. As regards the menial staff attached to hospitals, the S. P. must not inflict punishments without the concurrence of the Civil Surgeon.

63. Allowances while under suspension.—The rules regarding the allowances admissible to an uncovenanted officer dismissed or suspended from office while out of employ will be found in Chap. X, Arts. 191, 192 and 193 of the C. S. R.

64. Powers, functions, etc., of officers under suspension.—Under § 8 of Act V of 1861, as amended by § 3, Act VIII of 1895, a police officer does not, by reason of being suspended from office, cease to be a police officer. During the term of such suspension, the powers, functions and privileges vested in him as a police officer shall be in abeyance, but he shall continue subject to the same responsibilities, discipline and penalties, and to the same authorities as if he had not been suspended.

65. Proceedings based on a conviction.—When a police officer is dismissed or other departmental punishment is inflicted on the basis of a charge for which the officer has already been tried and convicted in a court it will be sufficient in the proceedings to give a copy of the judgment, the reasons for inflicting departmental punishment and the previous character of the officer concerned. (*Cir. No. 5 F., dated 28th July 1906.*)

66. Proceedings to be drawn up in cases of major punishments.—(a) The Govt. orders require that in every case in which the question of an officer's meriting major punishment or dismissal may arise proceedings in form No. 76 of schedule XL (A) must be drawn up. Rule I. 69 directs that, in the case of officers of or above the rank of Sub-Insp. the proceedings must be held by a gazetted officer. The proceedings should open with a statement of the offence alleged or suspected to have been committed. The officer proceeded against should, if there be no special reason to the contrary, such as when the evidence consists of records only and no witnesses are examined,

be allowed to be present at such enquiry and must be given an opportunity of questioning the witnesses.

(b) A specific charge or charges should then be drawn up in writing, on the strength of the evidence recorded and copies given or sent to the delinquent who should be afforded every reasonable opportunity for the preparation and submission of a full explanation in reply to the charge or charges in writing. Should he be unable to write, the defence will be reduced to writing and read over to him.

(c) The delinquent, if he show good cause, may be permitted to produce witnesses. The S. P. will then discuss fully and separately each charge that is proceeded with, arrive at a finding on each and after considering and remarking on the delinquent's previous character in the police or any other Govt. Dept. which should be in the form of extracts from the service sheet, an order should be passed, or recommended to the authority empowered to punish, reciting the charge or charges found proved.

(d) The record, as above described, is to be prepared by the S. P. himself as the case is gone into, and not written by a clerk, except as regards the previous character.

(e) In all cases of suspension, an order must be recorded as to what rate of pay or subsistence allowance the defaulter may be permitted to draw, and also in the case of re-instatement whether the period under suspension should count towards service for leave and pension (*vide Arts. 416-417, G. S. R.*).

(f) A copy of the full order should be entered in the district order book, and a copy thereof furnished to the delinquent, his dated receipt being taken for it, and attached to the proceedings.

(g) The person affected by such order will be given a copy of the whole record on depositing the usual copying fees, or may provide his own paper and a copyist for the purpose. All such receipts should be credited to Govt.

(h) A consecutive annual number should be given to each proceeding, which number should be quoted in the service sheet, thus "Dismissed for habitual drunkenness, Procdgs. No. 1 of 1908."

(i) An order of punishment passed with the advice or concurrence of a higher authority must be treated as an order of that authority.

(j) No pleader or counsel should be allowed to appear in any proceeding or appeal.

67. Register of punishments.—All punishments, of whatever nature, will be entered in this register in form No. 77 of schedule XL(A). There should be an alphabetical index at the beginning of the book. In the column showing "the offence for which punished" the nature of the offence should be shortly but clearly stated: entries such as "Neglect of duty," "Carelessness," "Disobedience of orders," etc., are not sufficient. Deductions made on account of careless or negligent damage to clothing or Govt. property, or for overstaying leave must be shown, together with the dates of recovery and deposit in the

treasury, but are not to be counted as fines for the purposes of the annual return.

In the last column will be shown any after-orders that may have been passed regarding the punishments, such as their having been reduced or remitted by any appellate authority. Punishments imposed by order of a magistrate or a court will be shown, and the imposing authority must be clearly noted.

68. Appeals.—(a) Any officer on whom punishment has been imposed—

- (i) by a S. P., may appeal to the D. I. G.;
- (ii) by a D. I. G. " " " " I. G. P.;
- (iii) by the I. G. P. " " " " local Govt.;
- (iv) by Deputy Commissioner in charge of Police, Khasi and Jaintia Hills, may appeal to the Commissioner;
- (v) by Commissioner, may appeal to the local Govt.

An order passed on the advice or with the concurrence of a higher appellate authority is treated as an order of that authority for the purpose of appeals and the order issued on such appeals shall be final.

(b) Except as provided in rule 61 (k), no appeal shall lie from any order imposing punishment under clauses iii, iv, v, vi and vii of rule 50 above.

(c) An Insp. who has been punished with dismissal may appeal from the order of the local Govt. to the Governor General in Council, whose order shall be final.—(*Govt. letter No. 6586 J., dated 12th June 1906.*)

(d) Thus an appeal lies from any order of dismissal or removal, reduction, stoppage of promotion otherwise than by the operation of the black mark system, deprivation of approved service increment, but no appeal lies from an order inflicting a black mark not entailing reduction, degradation or dismissal, forfeiture of leave, confinement to barracks, punishment drill, extra guard, fatigue or other duty.

(e) The I. G. P. or D. I. G. may at any time revise any order of punishment that appears too harsh and may, in the case of orders which appear to be too lenient, direct the delinquent to show cause why such punishment should not be increased. No petition for the revision of a punishment inflicted one year previously will ordinarily be entertained.

69. Period of appeal and procedure.—Petitions of appeal or for revision must be presented to the officer against whose order the appeal is preferred, within 30 days of the date of receipt of the order and of a reasonable time not exceeding one week for taking copies of the proceedings. Every petition of appeal or revision must be accompanied by certified copies of the charges made, of the defence and of the order appealed against. Ss. P. in transmitting such petitions should send the proceedings, service book, service sheet and confidential character roll of the appellant.

PROSECUTIONS. (Rules 70 and 71.)

70. Retention in service of police officers sentenced by criminal court.—(a) Every police officer imprisoned for an offence implying moral turpitude, such as theft, perjury, etc., shall, unless the I. G. P. otherwise orders, be dismissed; he will receive his pay up to the date of his ceasing to perform his duties.

(b) A police officer imprisoned for an offence not necessarily connoting moral turpitude, such as allowing a prisoner to escape or sleeping on sentry-duty, shall ordinarily be dismissed unless under the particular circumstances of the case, or in view of his record of service, he is entitled to special consideration. In all cases of this class the S. P. will record in a separate proceeding his reasons for dismissing or not dismissing the Const.

(c) When a police officer is sentenced to fine by a criminal court he shall not ordinarily be dismissed, but it will be within the discretion of the S. P. to draw up proceedings and dismiss him or recommend him for dismissal upon good grounds shown.

71. Prosecution of police officers.—The following orders of Govt. quoted *in extenso* below apply to Sub-Insp. and police officers of lower rank. The same principle should be observed in the prosecution of Insp. "The question of the prosecution of Govt. officers, whose removal does not require the sanction of Govt. for acts committed by them as public servants, has been under the consideration of Govt., and in view of the evil results of prosecutions rashly instituted, the Lieutenant-Governor has come to the conclusion that where dismissal is an adequate punishment for the alleged offence, it is generally better to have resort to departmental disciplinary measures. It should therefore be made a rule that prosecution should only be instituted where there is clear evidence that the offence charged has been committed, and it is desirable that a more severe punishment than dismissal should be inflicted or that wide publicity should be given to the offence and its consequences. In all cases of doubt the opinion of the Govt. pleader of the district and, if thought advisable, of the Legal Remembrancer, should be obtained before recourse is had to the criminal courts (*G. O. No. 11150-63-J., dated 6th October 1906.*)" In cases in which it is decided to dismiss without prosecuting a police officer who by his conduct has rendered himself liable to criminal prosecution, the reasons which render it inexpedient to prosecute must be recorded at the time the order of dismissal is passed and a copy forwarded through the District Magistrate and D. I. G. to the I. G. P. Besides the S. P. no magistrate but the Magistrate of the district shall institute a prosecution against a police officer under § 29 of Act V of 1861.

TRANSFERS. (Rules 72 to 76.)

72. General instructions as to transfer of non-gazetted officers.—(a) All enrolled police officers, under § 22 of Act V of 1861, may be employed as such in any part of the general police district.

But as a general rule, police officers other than Insp. will be considered to belong to the district in which they are serving.

(b) The exigencies of sickness, leave, promotion, retirements, serious misconduct and other unpreventible causes make a certain number of changes unavoidable. All the more therefore it is incumbent on Ss. P. to abstain from making transfers, particularly transfers of Os/C. of investigating centres, when such transfers can be avoided. In particular transfers should not be made as a punishment, though it may happen that the conduct of an officer renders his transfer necessary in the interests of the administration.

(c) Bad work in a particular case, neglect of clerical work or faults due to inexperience are not sufficient reasons for a transfer. Officers who are granted leave should, on the expiry of their leave, ordinarily be sent back to the station from which they took leave, unless they have completed their full period of service there as laid down in rule 73 below. The District Magistrate should be consulted before Os/C. of P. Ss. and O. Ps. and court officers are transferred.

(d) The principles indicated above will be followed, so far as possible, in the case of Insp. also and an application for the transfer of an Insp. on the ground of inefficiency or misconduct will not be considered unless it can be shown that the officer can be more usefully employed in some other post.

(e) In the case of the Khasi and Jaintia Hills the I. G. P. will consult the Commissioner of the Surma Valley and hill districts when transferring an officer to another district. In case of a difference of opinion the matter will be referred to Govt.

73. Maximum period of service without transfer.—The following rules should be observed regarding the period for which Insp., Sub-Insp., head-Consts. and Consts. should remain in one district, sub-division or *thana* :—

Insp.—The period for which an Insp. should remain in one district should ordinarily be ten years, and in one sub-division, five years. When an Insp. has served as a Sub-Insp. in any district, he should not continue as Insp. in that district for more than 5 years after his promotion.

Sub-Insp.—There is no limit to the period for which a Sub-Insp. may remain in one district, but the period for which an officer of this rank should ordinarily remain at one *thana* is fixed at three years, but for reasons to be recorded in writing by the S. P. it may be extended in special cases to four years.

D. Is. G. should work up to these periods in making and supervising transfers and postings.

Head-Consts. and Consts.—Ordinarily head-Consts. and Consts. should remain at a *thana* for two years; in special cases and for reasons to be recorded in writing by the S. P. they may be retained for three years, but not longer.

The period for which a Const. should be kept on town duty without change should be from six months to one year. In cases in which a

special class of Const. is required for town duty and it is not possible to change the man as often as this, the matter should be referred to the D. I. G. for orders.

N.B.—These rules are not intended to apply in their entirety to police in the hill districts and to the Ry. and river police, but should be followed so far as circumstances permit (*Cir. No. 7 F. of 1908*). It should be noted that the period fixed by the rules indicate the maximum periods for which an officer is to remain in a given post.

74. Powers to transfer non-gazetted officers.—Transfer within a district of police officers of and below the rank of Sub-Insp. is made by the S. P., whose orders should be in his own handwriting.

Transfers of Insp. within the range and of Sub-Insp., head-Consts. and Consts. from one district to another within a range, are made by the D. I. G. of the range subject to the control of the I. G. P.

The D. I. G. in charge of C. I. D., etc., may transfer officers of and below the rank of Insp. between the C. I. D., Ry. and river police.

Transfers of sergeants and transfers of all officers from one range to another are made by the I. G. P.

The date of Insp. making and taking over charge on transfer to and from another district should be reported promptly to the Personal Assistant to the I. G. P.

75. Officers transferred to move within ten days.—Every order transferring one officer to take the place of another must indicate which officer is to move first. Such officer and every officer transferred who has not to be relieved, must start within ten days of the date of the order unless he is specifically directed to move earlier or later. The rules regarding joining time will be found in Chap. IX of the C. S. R.

76. Register of disposition of force, form No. 79 of schedule XL(A).—This register will be divided into parts—one for the reserve and one for each P. S., O. P. and court establishment.

In the final column will always be noted the name of the place to which a man is transferred, and the date of transfer. Each posting will be noted as soon as the joining report is received, each entry will be initialled by the S. P.

The words 'in charge' will be noted against the names of Sub-Insp. who are in charge of investigating centres or court. Sufficient space should be left in each part for the entries of several years and the register should not be rewritten more often than is necessary.

LEAVE. (Rules 77 to 98.)

77. General rules relating to leave.—For rules regarding leave of all kinds, see chapters XI, XII, XIII and XIV of the C. S. R. A leave chart has been separately published and should be kept for reference in the reserve office.

78. Consts. to be treated as in superior service for leave.—Consts. of all classes should be treated as in superior service for the

purposes of leave. (*Govt. of India, Finance Dept. No. 428P., dated 27th January 1906.*)

79. Limit to absentees.—The number of head-Consts. and Consts. allowed to be absent on leave is not to exceed 10 per cent. of the effective numerical strength of a district. But this rule should be applied only to men absent on privilege leave, furlough, special leave and sick leave, but not to casual leave or to leave without pay.

80. Leave of officers not holding substantive appointments.—The range D. Is. G. have been empowered to grant, when necessary, to an officer without a substantive appointment, who officiates in an appointment, the pay of which is less than Rs. 50 a month, allowances in excess of half the pay of the appointment, without reducing *pro tanto* the leave allowances of absentee. (*Vide G. O. No. 2682-F., dated 13th May 1910.*)

81. Grant of leave to officers transferred.—When an officer is transferred or is under order of transfer to a new district or post no leave shall be granted to him within three months from the date of the order of transfer without the sanction of the authority who made the transfer.

82. Employment during leave.—Employment during leave is regulated by § 10 of the Police Act under the provisions of which no police officer may engage in any employment or office other than his duties under the Act without the permission in writing of the I. G. P.

83. Leave of head-Consts. and Sub-Insp.—Ss. P. are empowered to grant leave to head-Consts. and Consts. They may also grant leave to Sub-Insp. up to six months, provided local arrangements can be made to carry on the work. The sanction of the D. I. G. of the range will be necessary to the grant of leave to Sub-Insp. for a period of over six months or of an extension of leave to such officers which will make the total duration longer than six months, or in any case in which local arrangements cannot be made to fill the place of the officer requiring leave.

84. Leave of Insp. and Sergeants.—Applications of Insp. for leave of all kinds, except casual leave, will be sent through the Magistrate to the D. I. G. for disposal, provided that if a substitute be required he must be provided from the range. Applications should be submitted in ample time, and in forwarding them, the S. P. and Magistrate should remark whether the leave is recommended, and if so, how the work of the officer going on leave will be performed. If not recommended full reasons should be given. In case of sergeants the leave will be granted by the I. G. P.

In case of an application for leave on medical certificate, an Insp. or sergeant may, with the District Magistrate's approval, be granted leave in anticipation of sanction. The date on which Insp. or sergeants take any leave granted to them, and the date of their return, should be promptly reported to the D. I. G. for preparing the monthly leave statement.

The D. I. G. in charge of C. I. D., etc., will grant leave to officers of and below the rank of Insp. attached to the C. I. D., Ry. and river

police and the F. P. B. If a substitute is not forthcoming from the C. I. D., F. P. B., Ry. and river police, the D. I. G. should obtain a suitable officer in consultation with range D. I. G.

85. Leave on medical certificate.—(i) The duty of granting medical certificates and of countersigning certificates, under Arts. 833 and 834 of the C. S. R., shall be performed by the Civil Surgeon of the district who will examine or countersign certificates relating to persons of all Depts. who belong to, or are employed in his district. He shall on no account examine or countersign a certificate for a person attached to another district except under the circumstances described in clause (v).

(ii) All officers of Govt., gazetted or non-gazetted, who are desirous of obtaining medical certificates recommending leave, extension of leave or retirement, must apply (in the case of non-gazetted officers through the head of their Dept. or office) to the Civil Surgeon of the district in which they are employed, or in the case of Ry. police officers, to the chief medical officer of the line. The certificate shall be granted, whether the officer is gazetted or non-gazetted, in the form prescribed by Art. 828 of the C. S. R. in the case of leave, or extension of leave, and by Art. 447 in the case of retirement. In the case of leave or extension of leave the Civil Surgeon or chief medical officer may, if the patient is unable to travel to head-quarters, call upon one of the medical officers under him to certify, but must himself countersign the certificate if satisfied that it is correct.

(iii) Medical officers should be careful to see that sick certificates are not granted to non-gazetted officers until they are fully acquainted with the reasons that have caused the applicant to report sick, and that in no case is such a certificate granted until an application has been received from the head of the patient's Dept. or office or the patient can produce an order from the head of his Dept. or office to obtain and submit a certificate.

(iv) When applicants are reported by their departmental superiors as having reasons other than or in addition to illness for applying for sick leave, they should be kept under close observation to enable the medical officer to satisfy himself whether or not leave is absolutely necessary, and his final decision should be based on the result of such observation.

(v) Officers on leave, who while at a station other than that from which they went on leave, are desirous of obtaining an extension of leave on medical certificate, must apply to the Civil Surgeon of the district. In every such case it shall be the duty of the medical officer, before he grants a certificate to ascertain particulars regarding the applicant's previous medical history, as well as whether he is really on leave, and the district to which he belongs, and the fact that this has been done shall be mentioned in the medical certificate. (*Govt. Notifn. No. 1747-G., dated 21st April 1908.*)

(vi) In every case, if the opinion of the medical officer is unfavourable to the applicant an appeal shall lie to a medical board and the

decision of the board shall be final. An appeal to the medical board under this rule must be made within 15 days from the date of communication to the examinee of the result of the medical examination.

(vii) In the case of non-gazetted officers scraps of paper written in the vernacular and purporting to be signed by a native doctor cannot be received as certificates. If a police officer requires leave or extension of leave for his health's sake, he must, if possible, obtain the certificate of the Civil Surgeon of the district in which he may be temporarily residing.

(viii) Discretion is given to Ss. P. to accept or refuse certificates signed only by the applicant's medical attendant, but such certificates should never be accepted without a Civil Surgeon's countersignature, unless the medical attendant in question is either—

- (a) the holder of a medical degree granted by a recognised European university or college;
- (b) the holder of the degree of M.B. of an Indian university;
- (c) a pensioned officer of Govt. who, before retirement, held the appointment of Civil Surgeon.

Ss. P. may, however, when necessary, invite the attention of such medical attendants to clauses ii, iii, iv and v above. (*Vide G. O. No. 4721-539, dated 22nd July 1910.*)

86. Casual leave.—(a) Casual leave is not recognised by the regulations and an officer absent on casual leave is not treated as absent from duty. The grant of such leave is, however, subject to the conditions specified in Art. 332 of the C. S. R. Govt. will make no arrangement to supply the place of officers absent on such leave. The officer granting the leave and the officer taking it will be held responsible if the public service suffers in any way from the absence of the officer on casual leave.

(b) Casual leave may not be combined with any other leave, and may not extend to more than ten consecutive days in the calendar year. Ordinarily it may not extend to more than ten days in all. If in exceptional circumstances the sanctioning authority grants, for urgent special reasons, a few days more than the ten days, the grant with the reason must be reported at once for the information of Govt. If casual leave is taken in extension of gazetted holidays, those holidays must be counted as part of the leave.

(c) Casual leave should only be granted for adequate reasons. The concession of casual leave must not be converted into an unauthorised system of privilege leave.

(d) An officer who takes casual leave when on tour is not entitled to draw daily allowance during such leave.

(e) The authority which grants casual leave shall cause a register of such leave to be maintained in form No. 79A of schedule XL(A). This register should be regularly examined by inspecting officers.

(f) The D. I. G. in charge of C. I. D., etc., will grant casual leave to the officers and men of the C. I. D. and F. P. B. Ss. P. are

empowered to grant casual leave not exceeding ten days in one year excluding holidays to all officers of and below the rank of Insps. In the case of Insps. the approval of the District Magistrate should be obtained.

(g) Officers empowered to grant casual leave to their subordinates may also grant to those subordinates leave of absence during holidays. In all cases in which the officer asking for casual leave, or for leave of absence during holidays, desires to absent himself from the jurisdiction of the officer empowered to grant the request, this fact should be clearly noted in the application.

87. Leave to volunteers during drill season.—Heads of Depts. and offices are authorised on receipt of an annual application from officers commanding volunteer corps, to grant casual leave in each drill season between the 15th October and 15th March, to such of their subordinates as are volunteers, in order to enable them to attend special practice drills and field days, provided that such leave can conveniently be given without detriment to the disposal of public business. All volunteers should also be allowed, when possible, one hour's leave each week during the drill season for attending parade, and if application is made on their behalf by commanding officers, one hour's leave morning and evening and during the period for which a camp of exercise is held.

88. Form of application for leave.—When any officer applies for leave, he must distinctly state in his application, form No. 100 of schedule II, under what Art. of the regulations he requires it, and show that he is entitled to it under that Art. In all cases, except those of first and second grade Insps. in whose case the leave due is certified by the A. G., a memorandum with details of previous leave taken and a certificate of the leave due should accompany the application.

89. Leave register, form No. 80 of schedule XL(A).—All applications for leave other than casual leave from men having leave due to them should be entered in this register and be returned to the applicant with an intimation that this has been done. Those of an urgent nature, or for leave without pay, or on medical certificate, should be disposed of at once, and on or about the second of each month orders should be passed on the remaining applications. At the end of the year any application undisposed of should be carried on to the list for the following year. A copy of these rules will be pasted on the first page of the book.

90. Leave certificate.—A leave certificate in form No. 81 of schedule XL(A) will be given to each man going on leave, and on return he should at once appear before the S. P. who will note the date of return on the back of the certificate.

91. Officers to leave their address when proceeding on leave or retirement.—All non-gazetted officers should leave their addresses during leave in the reserve office of the S. P.

Officers who are about to leave the Dept. or retire from the service should also leave their addresses with the Personal Assistant to the I. G. P.

92. Leave to proceed to Pasteur institute.—For rules regarding the grant of leave to Govt. servants proceeding to the Pasteur institute at Kasauli and Coonoor for treatment, see C. A. C.

93. Hospital leave.—(a) Temporary absences from duty, while sick in hospital, of policemen drawing Rs. 20 or less a month are regulated by Art. 288 of the C. S. R.

(b) Hospital leave will be given only to deserving men whose privilege leave is exhausted and whom it is desirable to detain in hospital. Unlike ordinary leave it may be granted irrespective of the 10 per cent. limit at any time. Ordinarily a man while sick in hospital is not placed on leave, but if his sickness is prolonged, hospital leave may be granted on the certificate of the Civil Surgeon as long as the man is sick in hospital or is undergoing treatment at head-quarters. This leave is irrespective of any other leave to which he may be entitled, but it is given at the discretion of the S. P. and not necessarily to everyone.

(c) To meet the case of a police officer sick in hospital, to whom the concession noted in Art. 288 cannot be granted, the practice should be to grant him leave on medical certificate while in hospital. On this leave he will get only half-pay.

94. Line leave.—Leave from parade and other duties in the lines may be granted to men discharged from hospital, but still weak, on the recommendation of the Civil Surgeon, for not more than 10 days. The Civil Surgeon, in recommending such leave, should consider whether any such convalescent can be put on light duty such as cleaning arms and accoutrements, airing uniform, etc.

95. Leave to hospital subordinates.—Leave can be given to hospital subordinates by the medical Dept. alone.

96. Overstaying leave.—Subordinate police often do not clearly understand the rules under which they obtain leave and the danger they run in overstaying the leave they may have obtained. An officer frequently puts forward as an excuse for absence without leave the fact that towards the close of his sanctioned leave he applied for an extension. All police officers are warned that it is their duty to rejoin their appointments on the expiry of their leave, if they have not received information that an extension has been granted. Applications for extension must be made in time to permit of a reply being received, in the event of no reply being received, the officer on leave must rejoin.

Attention is directed to Art. 229, C. S. R., in which it is provided that an officer, who absents himself, ceases to have a lien on his appointment, immediately in the case of furlough, and after a week in the case of special and privilege leave.

When an officer has overstayed his leave by a week and no sufficient explanation of his failure to return to duty has been received, a registered letter will be sent to him calling for an explanation. If he gives no adequate explanation or no explanation at all, he will, in ordinary cases, be punished departmentally, and in extreme cases will, with the approval of the District Magistrate, be prosecuted under § 29 of Act V

of 1861 as amended by § 9 of Act VIII of 1895 (*Cir. No. 25, dated 4th May 1907*).

97. Absence without leave.—The name of a man absent without leave should be removed from the rolls and the place be filled up when the S. P. has satisfied himself that the vacancy is a real one. It rests with the S. P. to decide according to the circumstances of each case what period of grace will be allowed to a police officer before his name is struck off the strength. But absence without leave should ordinarily be punished by loss of pay, either one day's pay or two days' pay being forfeited for each day's absence according as the circumstances appear to demand.

98. Information regarding nature of illness how to be obtained.—When the particulars of a Govt. servant's illness are required in the interests of Govt. by his official superiors they should ordinarily be demanded, if at all, from the subordinate himself, who can obtain it from his medical attendant in the way in which the somewhat analogous statements required to support an application for leave on medical certificate are obtained (*G. O. No. 7761—93-J., dated 10th July 1906*).

HOSPITAL. (Rules 99 to 104.)

99. Admission into hospital.—(i) Any officer or man stationed at head-quarters, who wishes to go to hospital must report himself through his immediate official superior to the reserve officer who will send him to hospital immediately, with a sick report in form No. 278 of schedule XL (A). The sub-assistant surgeon will admit into hospital any person who is obviously ill and at once enter his name in the indoor hospital register. If the man is obviously not ill, or not so ill as to require treatment as an indoor patient, the sub-assistant surgeon will, if necessary, prescribe for him, at the same time entering his name in the outdoor patients' register, and will send him back to the reserve officer. In either case the sick report will be immediately sent back to the reserve officer. In case of men not admitted the sub-assistant surgeon should state for what duty the man is best suited while ill and for how long.

(ii) If the sub-assistant surgeon is doubtful about the case he will keep the man under observation in hospital for not more than 24 hours, entering the name in the outdoor patients' register with a note in the remark column "keep in hospital for observation." At the end of 24 hours he will either admit the man to hospital or send him back to the reserve officer. The reserve officer will enter the name of any man so detained in a report on the day following that on which he was first sent to hospital and the sub-assistant surgeon will endorse on it what final orders have been passed in the case.

(iii) When a man is admitted to hospital at head-quarters it will be the duty of the reserve officer to send to the hospital the man's medical history sheet, form No. 285 of schedule XL (A), which will remain in

hospital only so long as the man is under treatment. On his discharge the medical officer will fill up the necessary columns in the sheet and return it to the reserve officer who will file it with the service sheet.

(iv) In stations other than head-quarters any person who wishes to go to hospital will report to his immediate official superior who will send him to the local dispensary with a sick report in form No. 286 of schedule XL (A). If in the opinion of the local native doctor the man requires to be sent to the head-quarters hospital, his immediate official superior will at once send him there; otherwise the local native doctor will treat him as laid down in paras. i, ii and iii above. On discharge of the man he will fill up the reverse of the sick report, form No. 286 of schedule XL (A), and send it to the officer who issued it. It will then be the duty of the police officer to send the sick report to the S. P., who will forward it to the Civil Surgeon for orders as to its entry in the medical history sheet.

(v) In places where there is no local dispensary the O/C. of the P. S. or O. P. must use his discretion as to whether the man should be sent to the hospital at head-quarters or not.

(vi) Sub-assistant surgeons must not, except in cases of emergency, admit to hospital any man not bringing a sick report.

(vii) Men discharged from hospitals must immediately report themselves to the reserve officer in the case of hospitals at head-quarters and to their immediate official superior in case of places other than head-quarters. They should, on no account, be detained by the sub-assistant surgeon after discharge without the express permission of the Civil Surgeon and the S. P.

100. Hospital register, form No. 82 of schedule XL (A).—(a) When men are admitted into hospital their names will be entered in this book as detailed in rule 99. Each admission and discharge will be initialled by the Civil Surgeon. The rules regulating hospital leave will be found in rule 93 above, and the rules regarding recommendations for leave or pension by medical officers in rule 85 above.

(b) In case of an epidemic the Civil Surgeon may depute the police native doctor from the police hospital.

(c) The prescribed bed-head ticket, form No. 18 of schedule XLIII, should be used.

Ss. P. should do what is in their power to render the appearance of police hospital wards less comfortless and neglected.

101. Charges for diet of Consts. in hospital.—The following rules have been prescribed for the adjustment of hospital charges in districts in which the diet system has been introduced:—

(a) The Civil Surgeon in such districts is authorised to fix a diet scale for the various classes of patients in hospital, such as full diet, half diet, spoon diet, milk diet, etc. The cost shall not ordinarily exceed more than three annas a head per diem, but when the price of common rice has, during the preceding month, been higher than eight seers to the rupee the cost may be fixed at three and a half annas a day, but this may be exceeded, where necessary, on the certificate of the medical

officer in charge of the hospital, countersigned by the Civil Surgeon of the district, to the effect that either special articles of diet or special quantities of articles of ordinary diet were necessary for the purpose of treatment of the patient. A certificate should be furnished for each patient in whose case the prescribed maximum is exceeded, and should specify the articles composing such special diet, their respective prices, and the quantity supplied. (*G. O. No. 1546-J., dated 29th April 1909.*) A contractor may be appointed for the supply of food.

(b) The total cost incurred on account of diet, as ascertained at the end of each month, will be paid partly by Govt. and partly by deductions from the pay of the men, as explained in clause (f) and note.

(c) In cases where the amount chargeable to any man exceeds one-half of his net salary (*i.e.*, the salary remaining after all deductions have been made) the excess amounts shall be paid by Govt., and charged under the head "regular contingencies". Govt. will also pay the wages of a cook and a *diet-sarkar*, where specially sanctioned.

(d) It will be the duty of the *diet-sarkar*, where specially sanctioned, and in other cases, of the literate Const. detailed for the purpose, to keep up, under the medical officer's orders, register A.—form No. 83 of schedule XL(A)—the daily register of diet supplied to the patients, and he will fill in from it columns 1 to 5 of form B, monthly abstract of cost of diet supplied to the patients—form No. 84 of Schedule XL(A).

(e) The *diet-sarkar* or literate Const., as the case may be, will also keep in a memorandum book for convenience sake, a daily account of articles supplied by the contractors, and he will distribute these articles among the patients through the cook, as directed by the Civil Surgeon or other medical officer.

(f) After the close of the month, the *sarkar* or literate Const. will total up the cost of all articles received by him during the month, and prepare a statement in form B, showing what each patient will have to pay during the period of his stay in hospital—(*vide explanatory note below*). When the statement includes the names of Consts. of other districts, the particular district to which they belong should be specified against their names in the remarks column. Fractions of a pie are not to be taken into account in making calculations.

(g) The statement prepared in form B by the *sarkar* or literate Const. together with the contractor's bill after being checked from the register, certified to by the sub-assistant surgeon, and passed by the Civil Surgeon or medical officer in charge, will be forwarded to the S. P.'s office.

102. Making up of accounts of hospital diet.—An acquittance roll will be prepared by the reserve officer for the hospital patients, in accordance with the statement in form B, received from the Civil Sur-

Note.—For instance, the total of the contractor's bill is, say Rs. 110-5-3, and the total of the daily attendances during the month 698, each patient would have to pay 2 annas 6½ pies per day, and a Const. whose net half-pay is Rs. 4, and who is in hospital for the whole month of 31 days, would be debitable with Rs. 4-14-6, but as Govt. has ruled that the amount to be deducted must never exceed the half of the man's net pay, the Const. will pay Rs. 4, Govt. paying the balance annas 14 and pies 6 only.

geon's office, and after the necessary calculations are made, and columns 6 to 8 of statement B are filled in, to show the deductions up to half of net pay, etc., as explained above, and after column 6 of the acquittance rolls has been filled in, the reserve officer will make over the statement, together with the contractor's bills and acquittance roll prepared by him for hospital patients, to the Aett. of the S. P.'s office, who will prepare two bills. The first will be in form No. 11 of schedule III, detailed bill of permanent establishment for pay of the hospital patients, and in this all deductions on account of diet will be shown in column 9 of the bill. To this bill a statement will be attached showing charges and recoveries in form C.—form No. 85 of schedule XL (A). The bill will be headed with the words "Hospital patients." The second bill will be in form No. 36 of schedule III, *i.e.*, regular contingencies, in which the amount of the contractor's bills will be charged for under head "Diet of hospital patients," and to this bill statement B will be attached. The amount of the bill must agree with the total of column 5 of statement B. The contractors will then be paid by the S. P. himself or through the Civil Surgeon, as may be found most convenient.

No money will, on any account, be realised in cash on account of hospital diet expenses.

103. Procedure about cost of men of one district admitted into the hospital of another district.—(a) In cases where men of one district are admitted into the hospital of another, the S. P. of the latter will forward to the S. P. of the former an extract from form B showing the amount recoverable from each man, which will be deducted from the pay bill drawn in their own district, the extract from form B being attached to the bill in which the deduction is made. A note of the deduction will be made in detail on the bill, but it will not be entered in statement C of that district. On receiving intimation of deduction having been effected, the S. P. in whose district the hospital is situated, will enter the recovery in a separate item in statement C, quoting in the margin the number of the treasury voucher and the date and name of the treasury in which the deduction was deposited or short drawn.

(b) Pay of men on leave, and men transferred, discharged, etc., should be drawn in the bill described in rule 102 for the month in which they are in hospital. The balance due should be sent by money order or by the most convenient means.

104. Diet of patients in other districts.—In districts where the above system has not been introduced sick-diet, *i.e.*, milk, sago, etc., will be supplied at Govt. expense under orders of the medical officer for which purpose provision is made in the sanctioned budget. In all other cases men will supply their own diet.

DISCHARGES. (Rules 105 to 109.)

105. Discharges.—All men who are to be discharged will be brought into head-quarters; their uniform will be taken from them and dealt with in accordance with rule 255; their appointment certificates will

be withdrawn; their accounts will be settled; their dues paid to them; their pension or gratuity rolls prepared, or, when this is not possible, all necessary information for their preparation obtained; and then, and not till then, are they to be discharged. Should any man fail to obey the order to join the reserve prior to discharge, he should be treated as absent without leave. The date on which an Insp. or sergeant vacates his appointment on retirement or discharge should be promptly reported to the D. I. G.

106. Discharge certificates.—A certificate in form No. 86 of schedule XL(A) will be given to every police officer discharged. It will be signed by the S. P. The actual cause of each man's leaving the police force, whether discharged at his own request, dismissed for misconduct, discharged as unfit for further service or discharged on reduction, or whatever the cause may be, must be stated in the certificate fully and correctly but concisely.

107. Resignations.—All resignations must be in writing, signed by the person making the application. Verbal applications should not be taken into consideration. Two months' notice of resignation is required under § 9, Act V of 1861.

108. Transfer of service to other Depts.—It is the duty of a Govt. officer who wishes to transfer his services to a different Govt. office or Dept., to obtain the consent of the authority which appointed him to his existing post before taking up the new employment. If he takes up the new employment without such consent, he commits a breach of discipline and is liable to be punished in the last resource by dismissal from his former post and consequent loss of pensionable service. Resignation of his former appointment will not, it should be noted, protect him from this penalty.

In granting or withholding consent to the acceptance by a subordinate of other Govt. employment, the head of an office or Dept. must consider whether the transfer will be consistent with the interest of the public service. Permission should not be refused, however, without strong reason, which should be recorded in writing.

The head of an office or Dept. shall not employ, either temporarily or permanently, an officer whom he knows, or has reason to believe, to belong to another establishment without the previous consent of the head of the office or Dept. in which he is employed. In the rare cases in which, for reasons which appear satisfactory to the new employer, an officer cannot obtain the required consent before taking up the new appointment, the employment may be made conditional on consent being obtained at the earliest opportunity.

The foregoing instructions apply equally to officers on leave whether with or without allowances. All leave allowances must *ipso facto* cease on the taking up of new employment other than work of a purely casual nature. (*Vide Govt. of India, Finance Dept., No. 3205-P., dated 27th June 1910.*)

109. Leave to be granted before invaliding.—No man should be retired as physically unfit until prolonged leave has been granted and found to have done him no good. When requesting Civil Surgeons to

examine any man to see whether he is incapable of further service Ss. P. should be careful to note the age of the man sent for examination according to his service book (*Govt. Cir. No. 38-F., dated the 7th August 1906*). For further particulars see Parts IV and X of the C. S. R.

PENSIONS. (Rules 110 to 116.)

110. Pension and gratuity rolls.—(a) The rules regarding the preparation and payment of pension and gratuity rolls are contained in chapters XLVII and XLVIII of the C. S. R., and must be carefully observed. The Actt. with the help of the reserve Sub-Insp. will generally be charged with the preparation of pension and gratuity rolls. When the service is verified by the service sheet, the rolls should be made out before the applicant is discharged, and in all cases necessary information should be obtained before final discharge. These rolls should be checked by Hd. clerk before submission, with the questions in rule 113 below.

(b) Ss. P. may make any arrangement they think advisable for the prompt preparation of these rolls by district order, and their attention is drawn to Art. 929, C. S. R., which lays down that special measures should be adopted for the speedy disposal of such applications.

(c) The date entered in the prescribed form, as the date of the application for pension, will be the date of the officer's first application, whether written or verbal, to be allowed to retire. (*Cir. Memo. No. 46 of 1907.*)

(d) The word 'application' in the fourth line of Art. 930 of the C. S. R. should be held to mean any formal application for pension which an officer may submit to his superior officer, either before or after retirement, and the date of this application should be entered on the fourth page of form No. 25 or 26 (pension) as the case may be. (*Cir. Memo. No. 39 of 1909.*)

(e) The pension reports forwarded by the A. G. with the connected papers should be treated as permanent records. (*Vide A. G.'s Cir. No. T. M.—P. R. 73, dated 27th January 1910.*)

111. Sanction of pension.—The table below shows the powers of the officers of the police Dept. to sanction pensions which are certified by the responsible audit officer, *i.e.*, the A. G., to be clearly admissible under the rules.

Officers.	Class of appointments.	REMARKS.
I. G. P.	Insp. ; Sub-Insp. ; sergeants ; ministerial and menial establishments of the office of the I. G. P. ; ministerial establishments in the C. I. D., special branch and F. P. B. ; head clerks and Actts. of district and of Ry. and river police offices, range D. I. G.'s offices and of the training school's office.	

Officers.	Class of appointments.	REMARKS.
Range D. Is. G.	Ministerial and menial establishments (except head clerks and Actts.) in their own offices and all ministerial establishments (except head clerks and Actts.) in district police offices.	
D. I. G. in charge of C. I. D., etc.	Menial establishments in the C. I. D., special branch and F. P. B., ministerial establishments (except head clerks and Actts.) in Ry. and river police offices; head-Consts. and Consts. of the C. I. D.	
Ss. P. including Ss. P. in charge of the Ry. and river police.	Head-Consts., Consts. of the district, Ry. and river police force, interpreters, launch and boat establishments, elephant establishments, police hospital compounders and dressers and menial establishments of their own offices.	Cases falling under Art. 921 of the C. S. R. will continue to be regulated by the terms of that Art.
Principals of police training schools.	Ministerial establishments (except head clerks and Actts.), head-Consts., Consts, buglers, compounders and dressers, hospital servants, and all menial establishments of the training schools.	Ditto.

Such officer also exercises—

(a) the power of accepting, in respect of such non-gazetted officers, medical certificates of incapacity for further service given by a single commissioned medical officer, or by a medical officer in charge of a civil station, or of assembling a special invaliding committee at a convenient civil station;

(b) the power of accepting a medical certificate bearing a later date than that of the application for pension;

(c) the power to commute respectively periods of absence without leave into leave without allowances;

(d) the power to sanction condonation of breaks in service, up to two months under Art. 422 (i), and up to six months under Art. 422 (ii) of the C. S. R.;

(e) the power to sanction condonation of deficiencies up to two months under Art. 423 of the C. S. R., in cases where the applicant for pension is serving on a provincial establishment.

(f) the power to sanction the payment of a pension more than six months in arrears if the pension is to be paid for the first time, or if the amount of arrears exceeds Rs. 1,000;

(g) the power to sanction the payment of a pension, due to a deceased pensioner, to his heirs, more than six months after the pensioner's death. (*Vide Govt. Resln. No. 5261-F, dated 23rd August 1909*);

(h) to order recovery of over-payments of leave allowances irregularly drawn, before retirement, by applicants for pension, when this is recommended by the account officer, a reference being made to the

local Govt. only when the officer sanctioning the pension does not agree with the account officer in considering that recovery should be made. (*Vide Cir. Memo. No. 46 of 1909.*)

112. Finger impressions on applications for pension.—(i) The following rules must be observed in taking the thumb and finger impressions of applicants for pension :—

All applicants for service pensions, with the exception of those mentioned in clause (iv) below, shall, at the time of preparation of their applications for pension, make before the head of the office, in the first page of their application for pension, in the space provided therein for the purpose, impressions of the balls of the thumb and all the fingers of the left hand. If in any case attendance before the head of the office be a matter of difficulty or occasion undue expense to the applicant, he may, with the consent of the head of the office, give the impressions before a magistrate who should satisfy himself as to the identity of the applicant and record a certificate stating that he has done so and that the impressions have been taken in his presence.

(ii) Impressions similar to those mentioned in clause (i) above shall, at the same time, be taken in duplicate in form No. 86B, of schedule XL(A), and shall be attached to the application for pension.

(iii) These impressions will be sent together with the pension papers to the officer reporting on the claim to pension and be forwarded by him to the authority who has to sanction the pension. They will, thereafter, with a copy of the first page of the application for pension, be forwarded by the sanctioning authority to the officer who audits payments of the pension.

(iv) Except native princes, European ladies, ex-gazetted officers, persons who hold Govt. titles, and persons who have been specially exempted by Govt. (those exceptions being made on the ground that there can be no difficulty in future identification), all pensioners shall be liable to the operation of these rules.—(*Assam Comptroller's Cir. No. 1, dated 7th April 1905.*)

113. Questions for checking pension and gratuity rolls.—Pension applications before submission must be checked in regard to each of the points enumerated below :—

Ss. P. when submitting pension applications should certify that the application has been checked with the following questions and note and explain any differences :—

Questions.

I.—Have all the particulars required on page 1 of the pension roll been given ?

II.—Have the name of the applicant and that of his father been written in printed character ?

III.—Do the name of the applicant and that of his father and particulars about his service and age agree with those shown in other documents ?

IV.—Have the names of the village, P. S. and district of residence been correctly noted in space 4, page 1 of the pension roll?

V.—Has a note been given at the foot of the first page of the pension roll showing the rules under which the applicant has elected to take pension?

VI.—Has an explanation been given of the discrepancy as to the date of the applicant's promotion or degradation between the pension roll, service sheet, service book, and the verification sheet of the A. G., E. B. and A.?

VII.—Has an explanation been given why the period of the applicant's suspension was not excluded from his qualifying service shown in page 2 of the pension roll?

VIII.—Have the details of the applicant's leave, other than privilege or casual, been noted in page 2 of his pension roll?

IX.—If acting allowances are reckoned in the calculation of "average emoluments," has the nature of the vacancy in which the applicant acted been clearly specified, *i.e.*, whether in a permanent vacancy or in place of an officer on leave with or without allowance?

X.—Has an explanation been given why the applicant was granted privilege leave within six months from the date of return from such leave and in contravention of the orders contained in Art. 260 of the C. S. R.?

XI.—Has an explanation been given why the applicant was granted leave on private affairs or furlough, contrary to the rules laid down in Arts. 337 and 338 of the C. S. R.?

XII.—Has an explanation been given why the applicant was granted leave, other than privilege leave, leave on private affairs, or leave without allowance, beyond six months after he attained the age of 55 years, *vide* Art. 345 of the C. S. R.?

XIII.—Has a statement whether or not the applicant regularly subscribed to the superannuation fund during the period he was employed in the municipal police been given?

XIV.—If an officer is compelled to retire before the age of 60 years, have the cause of inefficiency and the authority of the Lieutenant-Governor, or the I. G. P. or D. I. G. authorising retirement as superannuated, been quoted in space 5, page 3 of the pension roll, *vide* Art. 912 of the C. S. R. and copy of the order attached to the roll in the case of officers drawing over Rs. 20 a month only?

XV.—If the retirement is voluntary, has a note been made to that effect in space 5, page 3 of the pension roll?

XVI.—In retirements on medical certificate has an explanation why long leave was not granted before discharging the applicant, been given? And has the opinion of the Civil Surgeon been obtained on this point?

XVII.—Has the cause of inefficiency in cases in which any person under the age of 55 years have been invalided, been exactly stated, *vide* Arts. 442, 443 and 444 of the C. S. R.? Medical certificate on the

general grounds of old age, or natural decay from advancing year cannot be accepted in such cases.

XVIII.—Has the leave granted to the applicant on the several occasions during his services been specified in words in his service sheet? And does the period noted agree with the results obtained by calculation of the dates of the applicant's going on and returning from leave?

XIX.—Has the discrepancy as to the applicant's age between the service sheet and pension and gratuity roll, service book, and the medical certificate been explained?

XX.—In the case of service of officers drawing over Rs. 20 a month being verified agreeably to Art. 908 of the C. S. R. have the remarks made by the A. G., E. B. and A. in the verification sheet been duly complied with?

XXI.—Have the applicant's services that could not have been verified from his office records been verified agreeably to the course laid down in Art. 908 (e) of the C. S. R.?

XXII.—Has the retention of the applicant in the force after he had attained the age of 55 received the sanction of the Lieutenant-Governor or the I. G. P. or D. I. G.?—*vide* Art. 459, C. S. R.

XXIII.—Have the applicant's signature and that of the S. P. been obtained in proper columns of his service book, and whether all leave other than casual, and suspensions that have been noted agree with the entries made in his service sheet and the pension roll?

XXIV.—Does the date of medical certificate agree with the date of discharge? If not, why not?

XXV.—Has the S. P. attested the copy of the applicant's service sheet?

XXVI.—Have the vernacular papers, if any, been translated into English?

XXVII.—If the applicant had been dismissed and reinstated on appeal, has the authority for counting his past service been attached, *vide* Art. 419 of the C. S. R.?

XXVIII.—Have the following documents been attached to the roll, *vide* Art. 910 of the C. S. R.:—(1) last-pay certificate, (2) copy of service sheet, (3) character roll, (4) district orders, and (5) proceedings relating to punishment, such as degradation, suspension or dismissal?

XXIX.—Has the necessary sanction been given to the applicant's enlistment where over 25 years of age?

XXX.—Has an explanation of the cause of delay in the submission of the applicant's pension or gratuity roll been given?

XXXI.—In applications for retiring pensions has it been ascertained that the applicant's qualifying superior service is not less than 30 years, *vide* Art. 465 of the C. S. R.? If his qualifying service is less than 30 years he cannot retire except on medical certificate.

XXXII.—Have specimens of the thumb and finger impressions in duplicate in form No. 86B. of schedule XL(A) and on the service sheet been taken, attested and attached?

XXXIII.—Have the interruptions in service other than suspensions also been explained?

XXXIV.—When submitting applications for retirement of inferior servants, have you ascertained whether the applicant's age is less than 60 years; if so, has an invalid certificate in the form prescribed in Art. 447 (a) of the C. S. R. been submitted?

114. **Leave counting towards pension.**—Scale B, Art. 503 of the C. S. R. provides that policemen drawing Rs. 20 and under a month can, in addition to casual and privilege leave, count as service towards pension, one year's leave in 15 years' service and 2 years' leave in 30 years' service. This concession, however, cannot be claimed by instalments: for instance, an officer having 12 years' service, cannot count any leave, other than casual and privilege leave, as service towards pension. Periods of leave of all kinds (whether sick leave, privilege or any other kind) when the aggregate of such leave amounts to less than one year should be omitted from page II of pension rolls. Such entries occasion much needless calculation.

N.B.—Periods of absence without leave and of overstay of leave do not count as service.

115. **Quarterly return of pension and gratuity rolls.**—Officers empowered to grant pensions and gratuities should submit to the I. G. P. through their respective D. Is. G. on the 5th of January, April, July and October a return of pensions and gratuities in form No. 86A. of schedule XL(A). (*Vide Cir. No. 25 of 1910.*)

116. **Pension of police officers invalidated from venereal disease.**—Police officers who are certified by the medical officer as incapable of further service on account of contracting venereal disease which is the result of irregular habits, are debarred by the provisions of Art. 454 of the C. S. R. from any claim to pension (*vide G. O. No. 9071-J, dated 2nd August 1906, and Assam administration letter No. 1772-F, dated 27th April 1905.*)

DRILL AND MUSKETRY. (Rules 117 to 140.)

117. **Duties of gazetted officers in regard to drill.**—Ss. P. are required, when at head-quarters, to attend parade at least twice a week, and their Assistants and Deputies at least three times a week. They must appear in uniform, in accordance with the rules in force. Their attendances will be noted by their initials opposite the figures for "present and fit for duty" in the morning report. Ss. P. are held responsible for the proper method and thoroughness of teaching position and aiming drill. Route marches should be practised occasionally.

118. **Ss. P., Astt. Ss. P. and Dy. Ss. P. to learn drill.**—Ss. P., Astt. Ss. P. and Dy. Ss. P. must make themselves thoroughly conversant with Parts I and II of Infantry Drill, 1905, and are expected to have some knowledge of the application of company to battalion drill, part III, and §§ 181, 182, 183, part IX (ceremonial), 197, 198, 199, and 200, part IX (guards), and 222, part X (sizing a company).

119. Drill book.—The police should use the following books :—

Infantry drill, 1905, as amended from time to time.

Rifle and carbine exercises (Lee-Metford), manual exercise ; firing exercise and bayonet exercise, 1896.

N.B.—In this book, all is applicable to the Snider except the last part “care of arms and ammunition-Martini-Henri.”

N.B.—The books are procurable from Messrs. Thacker Spink & Co., Calcutta.

120. The drill to be taught.—Particular attention should be paid to the setting up and the drill of the men. A large knowledge of drill is not required, but what is taught should be well taught. This is necessary to enable the men to handle their arms effectively and to march in bodies when requisite with some precision and regularity and not as a mere armed mob.

The following drills should be taught to the police reserves and ordinary reserves of districts :—

(i) The whole of parts I and II, infantry drill, 1905.

(ii) §§ 181, 182, 183, part IX (ceremonial), 197, 198, 199, 200 (guards) and § 222, part X (sizing a company).

(iii) Physical training and bayonet exercises.

121. Riot Drill.—I.—On police being requisitioned by the civil authorities, the S. P. will decide in communication with them, what number of officers and men should be told off. He should see that they are properly armed and accoutred, and that they carry not less than 10 rounds of buckshot and ball where necessary.

II.—The squad will be halted at 80 yards or, according to the circumstances of the situation, at some lesser distance from the scene of the riot, and bayonets will be fixed.

III.—The squad commander, in the absence of competent civil authority, will then personally or by sending out to within speaking distance a petty officer and file of men (men to come to the “charge” when halted), warn the rioters of the consequences should they not disperse.

IV.—If the mob shows itself aggressive and unwilling to disperse, the petty officer and file will fall back and the squad commander will then give the executive order “ready,” when the ranks will load. The squad commander will take care to direct whether ball or buckshot is to be used.

V.—Then, after another warning to the rioters to disperse, the squad commander may, if he deems it absolutely necessary for the protection of life and property, fire upon the mob taking special care to instruct his men to aim low and away from the direction of persons who are separated from the unlawful assembly. He may order firing by specified individuals, or by files or by sections, or he may order a volley according to the requirements of the situation. He is specially required to make no greater effort than the circumstances of the case require, and to rely upon the firing of specified individuals

or files unless the attitude of the mob is such as to make it imperative for the protection of his men or for the protection of the life and property of others, to direct sections to fire, or a volley to be fired.

The squad commander will give the executive order to fire.

The order "cease fire" must be given as soon as the mob shows the slightest inclination to retire or disperse.

N.B.—The practice of firing over the heads of rioters generally results in innocent children and on-lookers in the distance being killed or wounded.

VI.—Where the magistrate or other competent civil authority is present, the squad commander will act as ordered; but when he is alone, and acting upon his own authority, he must distinctly understand that no firing of any kind can be commenced until some overt act of violence is committed by the rioters. The officer commanding should remember the general rule that, as far as practicable, half his men should remain with their weapons loaded.

VII.—When an attack from the rear is apprehended, the squad with fixed bayonets will form square; the executive orders being:—"*squad form square; form fours; rear ranks, about turn, flank fours, outwards; ready.*" At the word "*ready*" inner ranks will close up, outer ranks will kneel, and officers will move on in between the four. After the order "*cease fire,*" and should no further apprehension exist the officer commanding will give the order "*reform squad,*" on which the rear ranks and flank fours will front and the squad will reform two deep.

VIII.—As soon as possible after the rioters have been arrested and properly identified and the wounded sent to hospital, the squad or company commander will draw out an accurate written report of all that transpired, noting the rounds served out and expended, and everything in the minutest detail and send it on to the S. P. or senior civil authority by the quickest means possible.

122. Firing of blank cartridges at riots.—The firing of blank from Govt. weapons by the police to suppress a riot is prohibited. This principle holds good equally in the case of privately owned weapons, and police officers must not fire blank cartridge even from their own weapons to suppress a riot. If the situation is so serious as to render the use of fire-arms necessary the fire must be effective and either ball or buckshot cartridge must be used. (*Vide Cir. No. 30 of 1909.*)

123. Riot drill to be frequently practised.—The A. P. R. should be constantly practised in riot drill. For *lathi* drill, see I. 72.

124. Daily drill at head-quarters.—All available men at head-quarters will be drilled every morning (Thursday and Sunday excepted) for one hour. All ranks must, as far as possible, acquire familiarity with, and learn to respond promptly to the various bugle calls. Ordinarily afternoon drill should only be held for men who are backward, or under the orders of the S. P. as a punishment to such men as do not drill properly or are slack or slovenly at morning parade.

125. Training of drill instructors.—(a) Selected men who are required to act as drill instructors, or assistant drill instructors or buglers will be sent for instruction to the Dacca military police battalion in the case of the Eastern Bengal districts, and to the Lakhimpur battalion in the case of the Assam districts.

(b) Applications to send men for instruction will be made to the D. I. G. of the range who will arrange with the commandant as to the number of men to be instructed and as to the time when they are to be sent.

(c) If the police officers under instruction misconduct themselves or prove unfit to receive instruction they will be liable to be remanded to their civil duties by the commandant of the battalion to which they are attached. Ss. P. should be careful to choose men likely to turn out well. The men chosen should not be too old and should be naturally smart, and able to read and write; they should take a full kit and the necessary drill books in their own vernacular with them.

126. Duty of D. Is. G. in respect to drill.—D. Is. G. will, in their inspection notes, report on the drill of the reserve and on the proficiency of Ss. P., Astd. Ss. P. and Dy. Ss. P. They should not rest satisfied with one general inspection parade, but should make each officer of the A. P. R. show his proficiency in teaching recruits squad-drill, part I.

127. Instruction in the care of arms.—In giving instruction in the care of arms stress must be laid on the following points; care must be taken to prevent the barrel being bent or dented. A musket must never be used for carrying weights.

Care must be taken not to run the muzzle into the ground. Should this be accidentally done, the dust must be at once removed; for if the musket be fired with any obstruction in the muzzle, the barrel will probably burst.

The foresight must be carefully protected from being bent, blunted or otherwise injured.

The "pull off" of a musket should be between 6 lbs. and 8 lbs., but never less than 6 lbs. Any defects in the "pull off" will be rectified by the armourer only.

A trigger tester may be used to ascertain the weight or force required to "pull off".

128. Aiming drill.—When instruction is given in aiming drill the men should be taught the difference between a full sight and a fine sight. The targets required for aiming drill are to be two feet wide, six feet high, made of wood, light and strong, with iron shod feet for inserting in the ground. They should be painted white with a circular black bull's eye in the centre six inches in diameter. Tripods formed of three stakes, tied or looped near the top supporting a bag of sand about $4\frac{1}{2}$ feet from the ground will be used as rests. Squads should not exceed ten men each, and will be formed in single rank about six paces in rear of each rest, every man having his own musket.

129. Blank firing.—In order to accustom them to the explosion of the charge and to give them steadiness, the men should be put through the following course of blank firing :—

Standing.

	Independent.	Individual.	Volley.
Recruits	5	5	5
Trained men	3	3	3

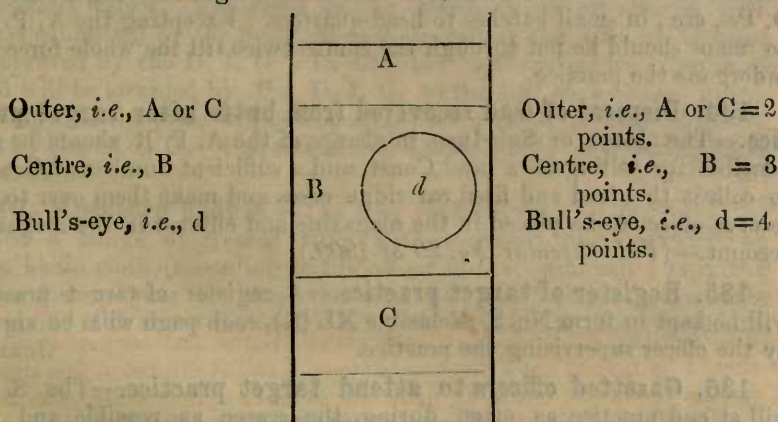
130. Target practice.—The men after having been taught the care of arms and ammunition, the firing exercise for the rifle, and having gone through aiming drill and fired the proper number of blank cartridges, will go through the ordinary target practice as described below. Before being put through the target practice each man must go through a course of firing exercise, aiming drill and blank firing. They will then fire—

Seven rounds at 50 yards } standing at both ranges.
and 7 „ 100 „ }

The musketry prizes will be awarded on the results attained without repetition.

For individual firing the target will be six feet high and two feet wide, and will be divided into three equal parts, in the centre one of which there should be a bull's eye circular in shape and eight inches in diameter. When iron frames are used, the front edges should be knife-edged to prevent splashing when struck. Frames should be six feet high and two feet broad covered with coarse cotton cloth over which cheap white cloth should be pasted.

The hits on the target should be valued at—



131. Marking.—A dummy target should be hung over bamboos in front of the marker's butt. A round disc 5 inches in diameter, painted black on one side and white on the other nailed to a pole or bamboo, should be used to indicate the spot where each bullet strikes the target. An outer should be indicated by twisting the disc so as to show both the white and black sides alternately and the disc should be placed on

the dummy with the white side outwards. For centres the disc should be placed on the dummy with the black side outwards. A bull's-eye should be shown with the white side of the disc on the bull's-eye of the dummy.

A miss should be indicated by waving the disc from side to side. A ricochet by waving it horizontally near the ground on one side of the marker's butt.

If possible the dummy target should be lowered between each shot and a small black or white disc pinned to the spot where the last bullet struck the target, to enable the marksman to amend his sighting.

132. Volley firing with buckshot.—In addition to the individual firing five rounds of buckshot cartridges per annum will be fired by trained men at a range of 30 yards in volleys. Individual scores will not be kept. The firing will be by squads of ten men each, neither more nor less.

The target for practice with buckshot will be of paper stretched on a bamboo or iron framework, 6 feet wide by 2 feet high, and fixed to a post 3 feet 6 inches from the ground.

The upper half of the target will be black and the lower half white. The hits on the upper half will count 1 point and on the lower half 2 points.

133. Number of men to be put through the annual musketry course.—Every head Const. and Const. should be put through the musketry course periodically. As many men should be put through the course as possible and in no year should the number be less than one-third of the total number of head Consts. and Consts. For this purpose Ss. P. should arrange to call in men from outlying P. Ss. and O. Ps., etc., in small batches to head-quarters. Excepting the A. P. R., no man should be put through the course twice till the whole force has undergone the practice.

134. Disposal of lead recovered from butts after target practice.—The Insp. or Sub-Insp. in charge of the A. P. R. should be responsible for telling off a head Const. and a sufficient number of Consts. to collect the lead and fired cartridge cases and make them over to the reserve officer to be placed in the magazine and entered in the magazine account.—(*Vide Circular No. 29 of 1909.*)

135. Register of target practice.—A register of target practice will be kept in form No. 87, schedule XL (A), each page will be signed by the officer supervising the practice.

136. Gazetted officers to attend target practice.—The S. P. will attend practice as often during the season as possible, and the Astd. S. P. or Dy. S. P. at head-quarters on all occasions, when the S. P. is not present.

137. Precautions to be taken when firing is going on.—Before the beginning of the practice the superintending officer will inspect the target to see that there are no bullet marks on them, that the bull's-eye and centre have been marked on them, that fresh paper has been pasted

at the back and that in all other respects the targets are correct. He will also, when necessary, compare the register with the bullet mark on the target and sign the register.

No shot must be fired until the large red flag is hoisted on a staff placed on the butt. There should be a danger flag at the marker's butt and at the firing point, and all firing should cease when these flags have been hoisted. Where possible, a bugler should be on the range, and under orders of the officer superintending the practice.

138. Annual report on target practice.—(a) Between the 1st and 15th May of each year a short report will be submitted to the D. I. G. of the range together with a statement in form No. 88 of schedule XL (A), showing the number of officers and men who have gone through target practice during the year ending the 31st March, the number of men practised, of rounds fired, and the average value of hits at the two ranges of 50 and 100 yards will also be reported. The average points per squad and the score of the best squad at buckshot practice, and a copy of the score sheet of the best shot will accompany the report. The report will state how many days' practice was held, and how often the S. P. and Astd. S. P. or Dy. S. P. have superintended it.

(b) The D. I. G. will review the various reports received and send a copy of the review to the I. G. P. for information and publication in the police gazette.

(c) The D. I. G. is authorized to sanction the drawal of musketry rewards.

139. Musketry prizes.—A grant of five annas a head for each man put through the musketry course each year will be made to each district for musketry prizes. The grant will be distributed in accordance with schemes submitted by the Ss. P. of each district on the 15th of October and approved by the D. I. G. In addition to these prizes a prize of Rs. 20 will be awarded by the D. I. G. to the best shot in each range. The winner of the prize will be announced on receipt of the musketry report by the D. I. G. Insp. and Sub-Insp. should not participate in these rewards.

140. Musketry badges.—The best shot in each district will be awarded a badge of crossed rifles without crown worked in silver on blue or khaki cloth (according to the colour of the uniform). This will be worn for one year or until the next award of prizes on the right forearm one inch above the cuff. It should be paid for from the clothing grant.

REGISTERS AND RETURNS. (Rules 141 to 152.)

In the following paragraphs instructions are given as to certain registers and returns not dealt with in other parts of the manual. For clothing registers see rules 242 to 245 below.

141. District order book.—In this are to be entered all changes connected with the force, enlistments, transfers, promotions, reductions, dismissals, discharges, escorts, leave, etc., etc. Each order should be

given a serial annual number and a reference should always be made to any previous connected order. A margin should be left on either side. In the outer margin should be noted the number of each order and its subject such as "escort," "promotion," "leave," "transfer," etc. In the inner margin should be entered the various registers and the pages on which extracts have been copied from each order such as "S. S., vol. I, page 20," "P. R. 35," "L. R. 10," etc. (service sheet, punishment register, leave register, etc.) These marginal entries shall be initialled by the reserve officer in token of due entry in the (i) punishment, (ii) incident, (iii) disposition, (iv) leave, (v) reserve registers, (vi) gradation list, and (vii) service sheet, etc.

The orders should be as brief as possible, such as "Z reported his arrival on transfer—(or—on joining appointment)—this day forenoon, *vide* R. O. or D. O. No. , dated the . " "In continuation of D. O. No. , dated the , Const. No. , reported his return from—(or availed himself of)—3 months' privilege leave this day afternoon." "Head Const. A. B. having been on duty and of uninterrupted good conduct for 6 months, the black mark awarded in D. O. No. , dated the , is hereby expunged." "Second grade head Const. C having been found absent from treasury guard at 4 P.M. on the 11th March 1911 is degraded to the 3rd grade on Rs. 15 for one year—*vide* proceedings No. , dated ."

N.B.—Ss. P. will keep a separate manuscript book of orders requiring the District Magistrate's approval. Such approval should ordinarily be obtained before entry is made in the district order book.

142. Morning report, form No. 89 of schedule XL(A).—This book will be kept by the reserve Insp. or Sub-Insp., as the case may be. Ordinarily the number of officers and men shown as employed in the ordinary and A. P. R. should correspond with the sanctioned allotment.

Ss. P., Astt. Ss. P. and Dy. Ss. P. will place their initials against the heading "present and fit for duty" in the morning report of the days on which they attend parades.

A brief note at the foot of each day's report, showing the changes that may have taken place in the force since the previous day's report, will be found very useful in making out the pay bill and other monthly papers and returns connected with the force thus—

Sub-Insp. ; one died.

Head Const. ; one promoted.

Const. ; one enlisted and one promoted.

In all the above entries the exact hour must be noted.

Details of the entry "miscellaneous duty" must always be given in a foot-note.

A Const. acting as a head Const. should be shown as the latter in the morning report, explanation being given in a foot-note.

The register should be preserved for five years before being destroyed, as it is most useful when questions arise regarding changes in the strength of the force. (*Cir. No. 35 of 1908.*)

143. Force return, form No. 90 of schedule XL(A).—The force return is divided into three parts and contains all the information required by the D. I. G. regarding the force. Part I is merely a copy of the morning report as it stands on the 1st of the month. Enlistments, casualties or any other changes which take place on the 1st should not be entered. When the sanctioned allotment of officers and men at stations is deviated from, a foot-note should be given explaining the deviation.

Parts II and III require no explanation. Ss. P. will submit direct to the Personal Assistant to the I. G. P. a copy of the statement in Parts I and II. The D. Is. G. will communicate to the I. G. P.'s office any alterations made by them in these two statements.

The returns will be filed in the office of the D. I. G. after necessary action has been taken on them. The return should be despatched from the S. P.'s office not later than on the 3rd of the month to the I. G. P. as well as to the D. I. G.

The S. P. will annex the following certificate to the force return for January and July submitted in February and August, respectively:—

“Certified that all approved service stripes and increments due to men have been awarded.”

144. Mistakes in the force return to be avoided.—The following are the most common mistakes which must be avoided in preparing the force return.

Deviations from sanctioned allotment of force should be explained in the foot-note.

Excess of sanctioned number of orderlies should be explained.

In the details of vacancies and excesses actual vacancies and excesses are to be shown.

In cases of excess the reason for the excess should be explained by a foot-note.

The reason for excess in the percentage of foreigners over the sanctioned number should be given.

The details of force shown at foot, as employed on miscellaneous duty are not given.

145. Gradation list, form No. 91 of schedule XL(A).—This will be maintained for all non-gazetted officers but not for Consts.

The register should show separately and with sufficient interval each grade of each rank, arranged in order of seniority. At the top of each grade should be recorded the sanctioned number.

When an officer is reduced he should be placed at the top of the new grade unless the S. P. otherwise directs.

146. Register of incidents other than leave, form No. 92 of schedule XL(A).—All changes in the force and all casualties other than leave will be entered in this register at the time of their occurrence.

If the entries be made at the time of the occurrence, it will be found that this book, instead of giving any additional trouble will assist most materially in making out pay bills and various returns of the force.

In the column showing the purport of order passed the entries should indicate clearly from what and to what class and grade the man was promoted or reduced. Acting promotions and reversions should be entered.

In the column showing the nature of the casualty will be inserted all deaths, dismissals, discharges, whether after giving two months' notice, or on the Civil Surgeon's recommendations. In the case of death the cause of death should be given; in the case of discharges on account of physical unfitness it should be noted whether a pension or gratuity roll is under preparation or has been submitted, or that the man is not entitled to either; and in the case of dismissals the reasons should be stated briefly.

It should be noted that there are four incidents by which a man's service in the force may be terminated,—death, transfer, discharge, and dismissal. The first two need no explanation; the last two require definition. Discharge includes resignation, retirement on pension, or removal from the service owing to reduction of force, and does not imply misconduct. Dismissal, on the other hand, does imply misconduct, and includes desertion and removal from the force as a punishment or as a result of judicial conviction. These definitions should be rigidly observed.

147. Incident return, form No. 93 of schedule XL (A).—This statement will be submitted to the D. I. G. of the range on the 2nd of each month. It will contain a report of all incidents, that is, promotions, reversions, casualties, leave, etc., which have occurred during the previous month amongst Insp., Sub-Insp., sergeants and ministerial officers.

The returns submitted on the 2nd April and 2nd October will contain a complete list of all officers of the classes named in the district. The returns for the intervening months will report the changes only. The information will be obtained from the register of incidents and leave register.

In the returns for April and October the language which each officer can read and write to a serviceable extent will be indicated against his name in column 15, the letters E. B. A. and H. being used to indicate English, Bengali, Assamese and Hindi, respectively. Similarly court Insp. and Sub-Insp., circle Insp., Insp. and Sub-Insp. of the A. P. R. will be distinguished by the entry in column 15 of the words "court, circle and A. P. R."

148. Register of landed property and relatives, form No. 93A of schedule XL (A).—In paragraph 5 of Home Dept. Cir. letter ²¹797-806, dated the 13th May 1885, which gives a summary of the existing rules and orders regulating the connection of public servants with landholding and commercial speculations in India, and which is included in the pamphlet furnished to all gazetted officers, it was laid down that officers of all classes (including candidates for office) must make a declaration of the fact of their being in possession of, or of their having acquired, landed property, stating the districts within which it is situated

with such other particulars as may be considered necessary, and that registers containing such particulars should be kept by the local Govt. concerned.

Ss. P. will therefore keep a register of all lands held by Insp., Sub-Insp. and ministerial officers serving under them, whether in perpetuity, in farm, or under any tenure whatever, and whether held in the district in which the officer is serving or in any other. Similar particulars must be given of property held by and managed by wives of officers or other members of their families living with, and in any way dependent on them. In the register will also be entered under the name of the officer concerned the names and residences of all Govt. servants, pleaders, bankers, landholders and the like, residing in the province to whom the police officer concerned is nearly related (*vide Assam Administration Cir. No. 48G., dated 13th September 1893*).

The names of those officers only who own landed property or who have relations in the province will be entered.

The register of landed property of police officers should be written up on the first day of October each year, after calling on each officer to report whether he or his wife has acquired any property during the year in any district either in their own names or in the names of their children or relatives, or in that of any servant or dependant, or in any way *benami*, and whether any changes have taken place in the list of his relatives.

The result of the enquiry will be entered in the register, the replies received from officers being filed and kept until those of the following year have been received. When an officer is transferred from a district a copy of the entries in this register relating to him should be sent to the S. P. of the district to which he is transferred.

Ss. P. should bring the fact to the notice of the D. I. G. if any officer owning a considerable amount of land or having influential relatives in the district is transferred to his district. D. Is. G. should examine the register carefully when inspecting and bring to the notice of the I. G. P. any case of an officer serving in the district who owns any considerable amount of land or has influential relatives in the district.

149. Reserve register, form No. 94 of schedule XL (A).—The object of the register is to bring together certain information in regard to the force for the purposes of compiling annual returns, and it should be consulted (a) before Const.'s increments are drawn in January and July; (b) before submission of the return relating to officers 55 years old; (c) before the submission of indents for clothing. So far as Consts. are concerned it takes the place of the gradation list and must be consulted before promotions are made to the rank of head Consts.

The date on which an increment is due should be entered in black ink above the line, the date from which it is actually drawn being entered in red ink below the line, thus $\left\{ \begin{array}{l} 1-1-1910 \\ 1-4-1910 \end{array} \right\}$.

The number and date of any district order affecting the service increment should be entered in the remark column in red ink and a red

ink asterisk placed in columns 27, 28 or 29 against the date on which the increment is due.

The entries as to the second increment should not be made until the first increment has been earned, and similarly the third increment will not be entered till the second has been earned.

The date of increment should be filled in after the return of a recruit's verification roll.

Insp., Sub-Insp., head-Consts. and Consts. will be allotted separate parts of the register.

The date of deputation to the training school should be entered in pencil and erased on the recruit's return.

Column 13 is intended for all Hindus (other than Nepalese) who are not natives of the province.

Column 15 is intended for all Mohammadans.

Column 17 is intended for those having a fair knowledge of the language. A superficial knowledge should not be counted.

The register must be corrected in December and re-written, and must always be up to date.

Only five names will be entered on a page, but on receipt of a man from another district his name will be inserted with those whose next increment falls due at the same time as his. His serial number being that of the last man with a distinguishing letter of a fractional number added.

150. Ammunition account register, form No. 95 of schedule XL (A).—A register will be kept of the receipt and expenditure of ammunition.

Ammunition will be entered as expended only when permanently transferred from the stock of the district, when lost, sold, or fired away. It will be not so entered when in use in the district, or by escorts sent from the district.

A balance will be struck in the register after every transaction.

Ammunition for 'service' and 'practice' will be kept separate.

The expenditure of ammunition should be entered under four heads; revolver, standing guards, practice, and escorts. These four heads should also be shown in the annual return of stores.

151. Return of police officers 55 years' old, form No. 96 of schedule XL (A).—An annual return showing the names of all officers who will, during the 12 months commencing from 1st April next, attain or pass 55 years of age, or may exceed the period of any extension of service already granted under the rules, will be submitted to the D. I. G. on the 3rd January.

The return will be submitted in two parts, one relating to officers of and below the rank of Sub-Insp., including ministerial officers, and the other relating to Insp.

The former will be submitted in duplicate. One copy will be retained in the D. I. G.'s office and the other, with orders noted in column 8, will be returned to the S. P. The rolls of Insp. will be

submitted in triplicate and forwarded to the I. G. P. by the D. I. G. One copy will be retained in the I. G. P.'s office, the other returned to the S. P. and the third will be sent by the I. G. P. to the A. G. for information.

In column 6 the period of extension recommended will be specified. If discharge is considered necessary concise reasons for not recommending extension of service should be given in column 7. The number and date of orders sanctioning any previous extension of service should be given in column 4. Before submission of the return the men whose names are entered in it will be personally examined by the S. P.

The D. I. G. in charge of C. I. D., etc., will exercise the power of a range D. I. G. in respect to Sub-Insp., head Consts. and Consts. of Ry. and river police, and ministerial officers and head Consts. and Consts. of C. I. D.

The cases of Sub-Insp. of C. I. D. and the F. P. B., and ministerial officers of the Ry. and river police offices will be dealt with by the range D. I. G. in consultation with the D. I. G. of C. I. D.

152. Principle to determine age when date of birth is not known.—The following principle has been laid down for determining the date on which an uncovenanted officer shall be held to have attained the age of 55 years in cases in which the date of birth is not known.

If year of birth is known but not the month, the 1st July shall be taken as the date of birth. If the month is known but not the exact date, the 16th of the month shall be taken as the date of birth.

MISCELLANEOUS PROVISIONS. (Rules 153 to 176.)

153. Visiting guards and register of visiting guards, form No. 97 of schedule XL (A).—An officer is to be told off daily to visit all guards, once by day and once by night, at uncertain hours. The name of this officer, with other particulars, will be entered in this register, form No. 97 of schedule XL (A). No entry in the orderbook is needed. The S. P. should see that the hour of visiting the guards is varied, and that the services of the officer detailed are utilized as far as possible for seeing that the town police are on the alert. On the following morning the officer who visited the guards should submit his report in form No. 98 of schedule XL (A). In sub-divisions this register will be kept up by Insp.

154. Interviews with I. G. P. and D. I. G.—No police officer, executive or ministerial, of non-gazetted ranks when outside the district to which he is posted shall be allowed, without the permission of the S. P. under whom he is serving, to see the D. I. G. or I. G. P. in order to make any representation in regard to his promotion, transfer, leave or any other personal matter. Such permission, however, should not ordinarily be refused. In the case of an officer on transfer the necessary permission should be obtained from the S. P. of the district from which the officer has been transferred (*Cir. No. 52 of 1907*).

155. Orderlies.—Orderlies are allowed to police officers according to the following scale:—

I. G. P.	1 head-Const.	4	Consts.
D. I. G.	4	"
S. P.	4	"
Additional S. P.	3	"
Office of S. P.	2*	"
Astt. S. P. or Dy. S. P. at sadar	1	"
Do. do. at sub-divisions	2	"
Circle Insp.	1	"
Police hospital	1	"

No orderlies are to be allowed beyond the above scale, or to persons not entitled to orderlies, unless under exceptional circumstances, and then only with the express permission of the I. G. P.

Orderlies should only be employed on duties of an official character. It should be understood that police orderlies are not private servants, and should not be utilised as such.

156. Wearing of uniform.—Except as provided in rule 233 officers and men must always wear uniform when on duty or when attending or visiting a superior officer.

Rules I. 98 to 102 should, as far as possible, be applicable in case of subordinate staff.

157. Command certificates.—A command certificate in form No. 99 of schedule XI, (A), will be given to men or parties of men detached from the reserve on escort or other duty. On the return of the men these command certificates will be filed with the escort requisitions and other papers relating to the escort.

158. Civil suits by police officers.—Police officers of all grades are prohibited from bringing civil suits against persons residing in the district in which they are employed without the sanction of the S. P. who will report the facts of each case as it occurs to the I. G. P. through the District Magistrate and D. I. G.

159. Medical aid to Govt. servants.—All gazetted officers of the Dept., and first grade Insps. living at the head-quarters station of a district are entitled to gratuitous medical attendance at their own residences from Civil Surgeons. Officers drawing Rs. 50 and under Rs. 250 per mensem, are entitled without payment, to the services of Astt. surgeons or where there is no Astt. surgeon to the services of the medical subordinate provided for the purpose. Similarly officers drawing Rs. 50 or less per mensem are entitled to the free services of the sub-Astt. surgeon, who will call in the Astt. surgeon in serious cases. The attendance of the Civil Surgeon should be given in all cases of urgency or of great danger or difficulty, when applied for by the Astt. surgeon or sub-Astt. surgeon. All clerks of Govt. offices are entitled to medicines for themselves free of charge.—(*Vide Assam administration Cir. No. 12G., dated 20th March 1905.*)

160. Rules for special ceremonial parades.—(i) The following orders are prescribed for special ceremonial parades.

* One only in each district of Assam except Sylhet.

(ii) In stations where there are regular troops the police can only join in a ceremonial parade at the invitation of the former. Such an invitation should always be complied with.

(iii) At stations forming the head-quarters of a battalion of military police the parade will be held by the commandant, and it will be for him to notify to the S. P. that the parade will be held; if the sanctioned strength of the A. P. R. is 50 or more, he will ask the S. P. to co-operate, and the S. P. shall co-operate, provided he has a force of not less than 50 men of the armed civil police available.

The military police will take the right of the line.

Subject to the provisions of clause xii, the commandant will command the parade.

(iv) At stations not being the head-quarters of a military police battalion, where there is a detachment of 50 or more rifles of the military police under an Astt. commandant, and where there are also A. P. R., the parade will be held by the Astt. commandant, who will notify to the S. P. that the parade will be held. The latter will co-operate if the available number of the A. P. R. is 50 or more.

The military police will take the right of the line. The parade in such cases will be commanded by the senior police officer present, seniority being reckoned by the Warrant of Precedence for India, or, in cases in which this does not apply, from date of commission in the army: in the case of military police officers and date of first appointment to Astt. S. P.'s rank in the case of civil police officers.

(v) In district head-quarters at which the number neither of military police nor of A. P. R. amounts to 50 men, no *feu-de-joie* will be fired, but provided a force of not less than 50 rifles of both services together is available such force should be paraded, present arms, and march past. For less than 50 men no parade will be held.

(vi) At stations where there are no military police, but where not less than 100 A. P. R. are available, ceremonial parades will be held under the command of the S. P. and a *feu-de-joie* will be fired, but where the available force amounts to less than 100 men it will only be paraded, present arms, and march past. For numbers of less than 50 men no ceremonial parade will be held.

(vii) Ceremonial parades will be held on—

(I) the anniversary of His Majesty's birthday, (II) the celebration of the assumption of the title of "Empress of India" by Her late Majesty Queen Victoria, (III) such other special occasions as may be ordered.

(viii) Should the D. I. G. of the range or of the C. I. D., etc., be present at any station at which a parade is held, he should attend in uniform. He should be invited to take the salute if there be a march past (the D. I. G. for the range taking precedence of the D. I. G. of the C. I. D., etc.), but he will not command the parade. Should the Divisional Commissioner be present at the parade he should be invited by the D. I. G. to take the salute.*

* Note.—For the purpose of these rules a D. I. G. will be considered as the superior officer of a commandant.

(ix) On these parades, the Commandant of military police, the S. P. or superior officer of police, if any be present, moves direct to his post to take part in the Royal salute. The force paraded will not receive him with a salute.

The procedure on parade will be as laid down in the manual styled "Infantry Training" issued from time to time by the War Office.

(x) A note of the numbers of all ranks attending any ceremonial parade will be made in the morning report of the date on which such parade is held, and will also be entered in the monthly force return for the information of the I. G. P.

(xi) Whenever a parade is to be held, the Commissioner, District Magistrate or Deputy Commissioner, District Judge and other senior civil officers should be informed several days beforehand of the time and place of the parade and invited to be present. These officers should also be asked to intimate the date to gazetted officers who are subordinate to them and to the leading gentlemen of the town and neighbourhood.

(xii) If volunteers desire to take part in a parade held under clauses (iii) to (vi) they must be treated as regular troops while on parade and take the right of the line. The precedence, etc., of the officers is regulated by the rules, customs and instructions applying to the regular army and volunteers.

161. Police officers to report themselves to the S. P. when they visit on duty the head-quarters station of their own or another district.—All subordinate police officers, from Insps. downwards, when they visit the head-quarters of their own or another district on duty, will report themselves to the S. P. of their own or of such district, personally or in writing. They will mention the nature of the duty for which they are visiting the district, and state whether they require any assistance from the local police. As long as they remain in the station, subordinate officers of another district will be under the orders of the S. P. (*Cir. letter No. 3965, dated 22nd December 1899 of the I. G. P. Assam.*)

162. Applications from private persons and associations recommending the promotion, transfer, etc., of subordinate police officers.—Police officers are forbidden to request or to induce or to attempt to induce private persons or persons unconnected with the Dept. to use their influence with the I. G. P., D. I. G. or S. P., as the case may be, to obtain the promotion of any police officer or his transfer to a particular district or place or his appointment to some special post. Such conduct is contrary to good discipline, and any officer who is guilty of such conduct will be held to be debarred from the promotion, transfer or appointment sought for.

Letters from private persons or associations received direct by the I. G. P. or the D. I. G., requesting the promotion, appointment, or transfer of a particular officer will be returned to be forwarded through the S. P. of the district concerned. (*G. O. No. 2382-J., dated 1st July 1909.*)

163. Rewards for passing in frontier languages.—Police officers and men serving in the Khasi and Jaintia hills and the Lushai hills will be allowed the following rewards on their passing in Khasi and Lushai languages respectively. No one should be recommended for a reward unless he is able to converse fluently with the people of the tribe in whose vernacular he considers he is qualified to pass; he should be able to understand them thoroughly and to make himself clearly understood by them. The test should be made by an examination held by the S. P. and another officer under the presidentship of the Deputy Commissioner, who should be asked to give his assistance—

	Rs. a.	
Insp. and Sub-Insp.	5 0	per month.
Head-Consts.	2 8	" "
Consts.	1 0	" "

(*Fide Govt. of India's letters Nos. 589 and 125, dated the 19th August 1889 and 16th March 1899, respectively.*)

164. Conditions of granting the above reward.—(i) Natives of the district shall not be eligible for the rewards.

(ii) Not more than ten per cent. of the force of the district shall be in receipt of such rewards of any kind whatever at the same time.

(iii) Ten per cent. of head-Consts. and Consts. entitled to monthly allowances shall be calculated on the number of head-Consts. and Consts. in the force, and not on its total strength.

(iv) Language allowances earned in a lower grade will not be increased on promotion to a higher grade.

(v) In the case of Lushai hills language rewards will be allowed up to a limit of 25 per cent. of the force. (*Govt. of India's letters Nos. 423 and 125, dated 29th June 1889 and 16th March 1899, respectively.*)

(vi) All applications for language allowance should state if all the conditions enumerated above have been fulfilled. The allowance is admissible only when an officer continues to serve in a district in the language of which he has passed.

165. Possession of firearms by Police officers.—Police officers of and above the rank of Sub-Insp. are exempted from the operation of all prohibitions and directions contained in §§ 13, 14, 15 and 16 of the Indian Arms Act (XI of 1878) in respect to carrying or keeping in their possession for their personal use in E. B. and A., of one smooth-bore fowling piece.—(*Fide Notifn. No. 2295-G., dated 15th April 1910.*)

As regards other police officers the same exemption extends only to such arms as are supplied to them by Govt. to be carried or possessed by them for their protection in the execution of their duty.—(*Fide Notifn. No. 2296-G., dated 15th April 1910.*)

All applications made by officers below the rank of Insp. for purchase of such arms and ammunition should first be countersigned by the S. P. of the district in which the applicant is serving (*Cir. No. 7 of 1908.*)

Except as provided for in rule 195 below pistols and revolvers must not be kept without a license as required by the Arms Act. The District Magistrate will grant the license unless in any particular case the S. P. reports that it is inadvisable to do so.—(*G. O. No. 2730—34-G., dated 2nd May 1910.*)

166. The Govt. servants' conduct rules, 1904.—All subordinate police officers are directed to acquaint themselves and observe the rules laid down by Govt. for the conduct of Govt. servants. They are printed in pamphlet form.

167. Public officers not to make an attack on Govt. policy.—Every officer is entitled to form and to hold his own opinion on public matters, but a member of the Govt. service is not at liberty to make an attack upon what he knows or believes to be the policy or procedure deliberately approved by the Govt., and it is no justification of such attack that he is actuated by conscientious motives or has a strong conviction of the correctness of his own judgment. It is improper for any officer to convey to the public, whether in writing or in speech or otherwise, any opinion upon matters of Govt. policy which are or are likely to become the subject of public discussion. It is, of course, inevitable that cases must, from time to time, occur in which the decisions of Govt. do not commend themselves to the officers who may have to carry them out. On such occasions the officers in question, after making proper representations to their official superior, have only two courses open to them, namely, either to acquiesce loyally and silently in the decision of the responsible authorities or to resign their positions in the service.—(*Vide Bengal G. O. No. 87-J., dated 4th January 1899.*)

168. Police officers writing for press.—No officer attached to a police office may be the accredited correspondent of any newspaper without the permission in writing, of the Chief Secretary to the Govt., E. B. and A., as well as that of the head of the office in which he is serving.

The practice of officers, whose official conduct has been impugned, writing to defend it in newspapers is contrary to an old and established rule, and must not be resorted to.—(*Govt. of Bengal Cir. No. J-81—No. 2, dated 11th December 1889.*)

The communication of officers with the public press in explanation or defence of their official conduct or acts without the prior consent in writing of the local Govt., which they serve, is forbidden.—(*Govt. of India, Home Dept., No. 367, dated 29th May 1900.*)

If the public conduct of an officer in the transaction of his official duties is impugned, he is at liberty to seek redress through the usual official channel by an appeal to the Govt. he serves, and the Govt. so appealed to will afford him every opportunity of vindicating his character.

169. Borrowing and lending money.—All police officers, from the highest to the lowest, are absolutely forbidden to borrow money from their subordinates, or from any *Zemindar* or other resident within their jurisdiction, and any such act will be considered as tantamount to an act

of corruption, and be punished by summary dismissal. This prohibition extends to lending money at interest, whether directly or through relatives or other agents, to their subordinates or to landholders, with or without security, within the province in which they are employed. The prohibition contained in the Home Dept. Resln. No. 2R.—87-103, dated the 16th January 1890, shall be held applicable to loans whether on the security of a mortgage or unsecured to estates administered under a Court of Wards or an Encumbered Estates Act.—(*Vide India Govt. No. 2276-319-2, dated 30th September 1899.*)

170. Debt.—Ss. P. should bring to notice the conduct of subordinates who allow themselves to fall into embarrassed circumstances. All police officers arrested for debt, or having recourse to the insolvency court, will be deemed to have forfeited their appointments, unless it can be shown that their embarrassments have been the result of unforeseen misfortunes, or of circumstances over which they could exercise no control, and have not proceeded from dissipated or extravagant habits. Every case in which a servant of Govt. is arrested for debt, or resorts to the insolvency court, should invariably be reported for the information of I. G. P., with a copy of the schedule filed in the insolvent court when recourse is had to that court.

Under the Civil Procedure Code Amendment Act (V of 1908) a civil court may direct the attachment of the salary of a police officer to the extent of (i) the whole of the salary where the salary does not exceed twenty rupees monthly; (ii) twenty rupees monthly where the salary exceeds twenty rupees and does not exceed forty rupees monthly; and (iii) one moiety of the salary in any other case.

171. Action to be taken on attachment by civil courts of salary of police officers.—

(i) Where half the salary of a Govt. official is constantly being attached for debt, or has been continuously under attachment for more than two years, or is attached for a sum which, under ordinary circumstances, it will require more than two years to repay, a full schedule of the officer's debts should be obtained, and the case dealt with in the same way as if the debtor had taken advantage of the insolvency court.

(ii) In such cases it should be specially ascertained—

(a) What is the proportion of the debts to the salary and the extent to which they detract from the debtor's efficiency as a public servant;

(b) whether the debtor's position is irretrievable;

(c) whether it is desirable under the circumstances to retain him—

(i) in the particular post he occupies, or

(ii) in any position under Govt.

The report and schedule should then be submitted to the I. G. P. through the D. I. G. for orders.

172. Using subordinates for private purposes.—All officers including superior officers of police are forbidden to employ their subordinates on their own personal service in procuring supplies, making themselves generally useful, performing duties of a menial nature and so on. Irregular practices of this nature are calculated to place them in a

false position, and open the door to misrepresentation. In addition to this they are of course indefensible in themselves, and constitute an abuse of authority which cannot lightly be passed over. Ss P. and D. Is. G. are explicitly required to bring any contravention of this rule to the notice of the I. G. P.

173. Purchase at Govt. auctions.—Police officers are prohibited from purchasing anything sold at a Govt. sale, without the previous sanction of the I. G. P.

174. Connection of officers with banks and other public companies.—Bengal Govt. Cir. No. 8A of 18th July 1891, forbids officers of Govt. to be engaged as directors of presidency banks, or to have the management of any public companies. There is, however, no objection to permitting public servants to engage in the management of associations for the purpose of mutual supply, and not of trade and trade profit, provided that such employment is not prejudicial to their work as public servants. In the *mufassil* districts, ministerial officers are permitted to engage as directors of local banks and loan offices.

175. Political agitation and meetings.—Owing to its importance the following is reproduced from the Govt. servants' conduct rules:—

"20. A Govt. servant may not take part in, or subscribe in aid of any political movement in India or relating to Indian affairs. Nor may he attend any political meeting, his presence at which is likely to be misconstrued or to impair his public usefulness. When there is room for doubt whether any action a Govt. servant proposes to take will contravene the provisions of this rule, he should refer the matter for orders to the local Govt. to which, or the Govt. servant to whom, he is immediately subordinate".

176. Rank which police officers may hold in volunteer corps.—Under the Indian Army Regulations, Vol. IX, members of the police are not eligible to hold any rank in a volunteer corps above that of private, but a discretion is allowed to local Govts. and administrations to relax these provisions.

ARMS AND AMMUNITION. (Rules 177 to 194.)

177. Definition of ordnance stores.—Arms, ammunition, all articles and appurtenances necessary for the cleaning and repairing of arms including regulation packing cases, are called ordnance stores.

The civil police of E. B. & A. is armed with the "B. L. 476 bore musket, converted from M. H. Rifles, Marks II and III", with "bayonets, short, common, with locking rings".

178. Scale of arms and ammunition.—The sanctioned scale of arms has been arrived at on the basis of one musket for each head Const. and Const. of the force sanctioned for A. P. R., guards and escorts, plus a reserve of 5 per cent., and also for arming a few of the outlying P. Ss. and O. Ps. in certain frontier districts. In certain districts, where there is no A. P. R. or where there is a specially large

force, enough muskets have been sanctioned to enable one-third of the force to be put through target practice. The scale of arms, etc., as modified from time to time will be published in the police gazette.

The I. G. P. has power to modify the district scales but the sanction of the Government of India is required to any increase in the number of muskets supplied to the police in excess of the present scale sanctioned for the province. It is to be understood, however, that indents to make good deficiencies or for replacing unserviceable bored out fire-arms do not require such sanction. (*Vide Government of India's No. 1076, dated the 21st October 1910.*)

179. Indents or requisitions for ordnance stores.—(i) In indenting for ordnance stores as great care must be observed in the use of the proper forms, in filling in only the proper columns, and in entering the necessary references and certificates (such as the Govt. sanction or authority), as is taken with accounts and bills on the treasury. On no account should remarks or explanations be written across the columns not required to be filled in by indenting officers, as these are required in the arsenal to enable the amounts due for supplies to be checked and realised through the A. G. and the I. G. P. If any further space is required for remarks they should be entered on the back of the requisition or on a separate sheet of paper.

(ii) A supply of the necessary forms can be obtained from the arsenal on application, and Ss. P. are requested to apply for a sufficient quantity as the use of manuscript forms is strongly objected to by the Military Accounts Dept.

(iii) All requisitions for ordnance stores must be submitted in I. A. form No. Z. 2091, in quadruplicate, by Ss. P. to the D. I. G. of the range for countersignature and transmission to the Allahabad arsenal.

(iv) The purpose for which the stores are demanded must be clearly stated in the remark column, *e. g.*—

“Required for first issue;”

“To replace unserviceable;”

“To complete proportion;”

“For repairs and re-issue;”

or in the case of ammunition—

“For the periodical supply authorised.”

(v) The number and date of the Govt. of India or local Govt. original letter authorising the supply must be entered in the heading of the form.

(vi) All requisitions must be signed by a gazetted officer when the S. P. is himself unable to sign it.

(vii) Separate requisition vouchers (forms) must be submitted for each of the following stores indented for or returned, and such articles must also be returned separately.

1. Small arms and components.

2. Ammunition.

3. Empty cartridge cases and lead collected from the butts after target practice.
4. Condemned arms.
5. Ditto ammunition.
6. Ditto stores.
7. Surplus articles.

(viii) The correct vocabulary nomenclature should always be used, if this is not done it is difficult to know what is really required.

(ix) In all indents for arms, the full description must be given of those in possession, as well as of those required. All indents for arms and ammunition must show in detail the actual items required.

(x) In all indents and in sending arms for repairs and replacement, the means of conveyance and the route should be clearly specified, the name of the nearest and most convenient railway or steamer station being given.

(xi) The arsenal authorities will not send any ordnance stores by passenger train, unless a request to that effect be endorsed on the requisition. In such cases sanction to the extra cost to Govt. over that at goods train rates is required, and when such has been incurred, a request by the arsenal is attached to the delivery voucher, asking the S. P. to obtain the requisite sanction and to forward it direct to the Examiner, Supply and Transport accounts.—(*Vide Army Regulations, India, Vol. II, Para. 184.*)

In case any stores are demanded by telegram they will, in accordance with the above rule, be issued by passenger train, unless a request for despatch by cheapest route is embodied in the telegram.

(xii) Condemned and unserviceable arms, component parts of arms and ordnance stores must on no account be sold locally, but must be returned to the arsenal, as must empty brass cartridge cases (short or long) and lead, which should be dug out of the butts annually.

(xiii) The cost of arms, equipment and stores issued from the arsenal is, under the orders of Govt. in the military dept., debited to the police dept. and the articles therefore become its property.

(xiv) The value of unserviceable arms and ordnance stores returned to the arsenal will be paid into the Bank of Bengal to the credit of the police dept.

180. Unserviceable ordnance stores.—(i) A committee consisting of 3 officers, with the S. P. as president, should be held on ordnance stores found unserviceable. The committee shall come to a definite decision as to how the article came to be unserviceable, damaged or lost. The report should be in A. form A2 and must be signed by all the members. Should any one be found to have been in fault through carelessness or neglect, the committee shall assess the actual value of the article in question and direct that the amount be deducted from the defaulter's pay, I. A. form No. A. 498 being used for this purpose.

(ii) The requisition for such article to be replaced shall have attached to it a copy of the committee's report, and in it shall also be entered

the amount realised and the treasury voucher number and date in which the amount was deposited or shortdrawn.

N. B.—It is impressed on all Ss. P. that the examination of such articles must be thorough and not superficial. In depositing any money or sale-proceeds it must be clearly noted in the bills or treasury *challans* whether the money is on account of ordnance or of departmental stores.

(iii) The committee should record, if possible, the period the articles have been in use and whether they appear to have become unserviceable through fair wear and tear or otherwise. If the period cannot be traced a certificate to that effect should be entered in column 4 of the requisition, form No. Z. 2091.

(iv) Whenever any arms or ordnance stores are declared unserviceable a report in I. A. form Z. 2090 will be sent to the Ordnance Officer in charge of the Allahabad arsenal through the D. I. G. of the range, with the request that permission to return the arms to the arsenal, for replacement or repairs, may be accorded. In the application to return arms it should be distinctly noted whether the arms, etc., returned are :—

- (a) Surplus over requirements.
- (b) Unserviceable and to be replaced by others.
- (c) For repair and re-issue.

In the last case the word "*Deposit*" must be entered in red ink on each of the receipt and delivery vouchers in a conspicuous place. On vouchers for stores finally returned should be entered the words "*finally returned to arsenal*" in red ink. This rule applies to damaged components of arms such as main and sear springs, etc., which cannot be repaired by the armourers. The names of such stores as may be sold locally should be noted and the ordnance officer will issue necessary instructions direct on the form. If any unserviceable stores for sale cannot be sold they should be destroyed but not otherwise.

(v) When any stores are sent to the arsenal, the authority on which they are sent should be quoted. All arms whether repairable or unserviceable should be carefully examined and unloaded before return to the arsenal, and any small screws or other components found deficient, shown as such in the vouchers.

(vi) In all cases of return of unserviceable or repairable arms or stores to the arsenal, two delivery vouchers signed by the S. P. and two receipt vouchers, for the acknowledgment of the Ordnance Officer, all in I. A. form Z. 2096, must be sent. Requisitions for their return in I. A. form Z. 2091 need not be sent. These forms should be sent by post so as to reach the arsenal a day or two before the arrival of the stores.

(vii) No consignment of ordnance stores should be forwarded "bearing" to the arsenal. When stores are despatched to the arsenal by rail or steamer, the amount paid should be entered in the delivery voucher. This is necessary to admit of the arsenal authorities paying for any undercharge made by the railway authorities on account of errors made at the despatching station. Moreover the arsenal authorities decline to pay demurrage incurred whilst enquiries are being made on this point from the S. P.

(viii) The receipt of arms, ammunition, empty cases or stores returned to the arsenal without the necessary delivery and receipt vouchers, will not be acknowledged. Such stores will remain in the arsenal at the risk and responsibility of the sender, and a report of such return will be forwarded to the I. G. P.

(ix) All empty paper cases must be thoroughly burnt in the presence of the S. P. who will certify to that effect in the ammunition register and a copy thereof shall accompany the next indent for blank ammunition. The metal ends of such cases can subsequently be thrown away as rubbish.

(x) Before returning empty brass cartridge cases, long or short, to the arsenal, every package should be carefully examined for loaded cartridges—blank or ball. On no account is this examination to be dispensed with, as any neglect of this precaution may result in serious loss to life and property.

(xi) Casualties, such as misfires, etc., must be returned separately and are on no account to be returned with empty cases or other stores.

(xii) Before despatching any stores to the arsenal or to other districts, the following instructions must be carried out:—

(a) The correct nomenclature and the number of the stores should be entered in the prescribed vouchers I. A. form Z. 2096.

(b) A packing note I. A. form Z. 2097 should be placed in each box, detailing its contents and giving the packer's name.

(c) The weight of the packing case or box and the station from which despatched must be shown in the receipt and delivery vouchers (I. A. form Z. 2096), which is forwarded with the railway receipt to the arsenal.

(d) Stores should be booked to the Allahabad Fort station and not to Allahabad.

181. Indents for ammunition.—

(i) The scale of ammunition has been fixed as follows:—(*Vide Govt. of India's letter No. 1179, dated the 18th September 1908, and No. 42, dated 19th January 1900.*)

For all districts except Lushai hills.

For service	{	10 rounds buckshot	.	.	per gun,
		50 " ball	.	.	" "
For practice annually	{	5 rounds buckshot	.	.	" "
		30 " ball	.	.	" "
		20 " blank	.	.	" "

For Lushai hills.

For service	{	10 rounds buckshot	.	.	per gun.
		100 " ball	.	.	" "
For practice	{	5 rounds buckshot	.	.	" "
		50 " ball	.	.	" "
		50 " blank	.	.	" "

(ii) Requisitions for ammunition, as it is periodically required, should be submitted in quadruplicate (I. A. form Z. 2091). In all requisitions the description of weapons for which the ammunition is required should

be given in the terms used in the arsenal. A first issue of ammunition must always be distinguished from a periodical supply, a separate requisition being submitted in each case. A note should be made on all indents that the S. P. is prepared to receive the ammunition.

(iii) The demand for practice and service ammunition should be shown separately; one description of ammunition should not be indented for in lieu of the other. This precaution is very necessary, as practice ammunition should cover all expenditure and service ammunition should never be deficient.

(iv) Should there be any deficiency owing to loss of cartridges or empty cases the S. P. should submit to the D. I. G. of the range a statement of the number of cases so lost with a committee report.

The D. I. G. will, if the explanation is considered satisfactory, sanction the writing off of the deficiency and the supply of the ammunition on indent. This sanction must be attached to the periodical indents as the arsenal will not otherwise supply broken amounts.

(v) The arsenal authorities will only issue ammunition in exchange for fired cases returned, plus those lost and written off as laid down in the previous paragraph. Only brass cases are to be returned and not paper ones.

(vi) The requisition demanding ammunition in replacement should be supported by a quotation of the arsenal receipt voucher for fired cases or the railway receipt in which cases are under despatch.

(vii) Fired cases of ball cartridges should only be returned in numbers representing full boxes of 720 or 360 rounds and that of blank or buckshot, if of metal, in packets of 10 rounds.

182. Forwarding of requisitions.—All requisitions and vouchers should be forwarded duly countersigned in triplicate by the D. I. G. of the range, or the I. G. P., as the case may be, to the Ordnance Officer in charge Allahabad arsenal without any covering letter, but a number and date should be put on all the copies to facilitate future reference.

183. Reports of casualties.—Reports of casualties in small arms ammunition, together with the defective cartridges should be forwarded to the ammunition factory, Dum-Dum, with a report in I. A. form O-1453 (*vide Inspector General of Ordnance's letter No. 855—10, dated 3rd February 1905*).

184. Taking delivery of stores.—A Sub-Insp. or head-Const. should be deputed to take delivery of any stores from railway or steamer stations; before doing so he should weigh each case or package and examine the seals. Should he have any cause to suspect that such case or package has been tampered with, he should report the matter to the senior police officer at head-quarters for orders.

185. Committee on receipt of stores.—On receipt of any stores the receiving officer will assemble a committee which will consider the state of the stores received and prepare a report in form No. 101 of schedule XL (A).

If any stores are found in bad order, but not otherwise, a copy will be sent to the Allahabad arsenal for information.

186. Ammunition boxes how to be opened.—On receipt of ammunition or stores from the arsenal the boxes should be carefully examined to see that they have not been damaged in any way in transit, but they must not be opened until required for immediate use. Boxes of ammunition, the seals of which are intact, should not be opened for the purpose of counting the contents only, as the boxes cannot be soldered up again satisfactorily and, if left open, the contents are likely to deteriorate. Ammunition from any open boxes should be used up before unopened boxes are drawn upon. The quantity in the invoice from the arsenal may be accepted as correct.—(*Vide Inspector General of Ordnance's letter No. 14787—294-0, dated 13th March 1900.*)

187. Receipts to be returned immediately.—(i) Receipts for stores issued from the Allahabad arsenal should be signed and returned by receiving officers without delay to the Ordnance Officer in charge of the arsenal with a view to their transmission to the Examiner of Ordnance Accounts as vouchers for the adjustment of ordnance accounts.

(ii) A close adherence to the foregoing clause is particularly requested as much correspondence, labour and trouble fall on the arsenal through the departmental rules not being adhered to by officers indenting for or returning stores.

188. Custody of arms, etc.—All arms and component parts when not in use should be kept in racks in the armoury, and the ammunition in the magazine. All stores should be kept in the store room. The A. P. R. Insp. or Sub-Insp. shall keep the keys of the armoury and magazine and will be responsible for the proper care of the arms and ammunition. Ss. P. are personally responsible for the arms in their districts. In assuming charge they will carefully examine and report on their condition.

189. Arms, etc., to be entered in the reserve stock book.—All arms and ordnance stores, excepting ammunition, will be entered in the reserve stock book kept under rule 211.

190. Supplementary distribution account of arms.—(i) Supplementary to the reserve stock book, a detailed account of arms will be kept, showing the distribution of arms in the district amongst fixed guards, escorts and A. P. R., in form No. 102 of schedule XL (A).

(ii) All issues will be entered in black ink and returns in red ink. Any issue to or receipt from guards, etc., should be noted in the proper columns and added to or subtracted from the total on the last day of each month. The names of officers and Consts. to whom arms are issued should be entered in column 3, the number on the arms being noted against each name. On return of arms, the total number received should be entered in column 10, and a cross reference made in the last column to the entry of issue.

(iii) In the first week of every month the S. P. must certify at the foot of the register that he has personally satisfied himself that all muskets, bayonets, etc., allotted to the district are available and can be satisfactorily accounted for. During the S. P.'s unavoidable absence, which should not occur in two consecutive months, the certificate must be given by an Asst. or Dy. S. P. or by an Insp.

191. Rules regarding ammunition.—(i) Ammunition in the magazine should be kept on trestles well raised off the ground. The boxes should be kept apart to prevent dry rot and for prompt detection of the presence of white ants. The legs of all such trestles should consist of glass bottles up which, if kept at all clean, white ants cannot crawl.

(ii) Each box of ammunition on receipt should have a label pasted on it showing clearly (a) the contents, (b) the date of receipt and (c) whether it is for service or practice. All ball and buckshot ammunition on receipt should be classified as service in the first instance and an amount of the oldest service ammunition in stock equal to the amount received from the arsenal should be transferred to practice and labelled "practice" with the date of original receipt—*vide* also rule 197.

(iii) All ammunition issued to guards and escorts should be from practice ammunition.

(iv) Whenever any ammunition is expended (fired away), the O./C. of the party shall count all unexpended ammunition in pouches and all empty cases picked up, and will be responsible for any deficiency.

(v) Buckshot cartridges when carried loose in large pouches quickly become unserviceable, and must be changed frequently. These should, therefore, always be carried in the expense pouch. If they fit loosely in the pouch a piece of soft dry cloth should be inserted to prevent the pellets being shaken out.

192. Ammunition account.—An account of receipts and issues of ammunition will be kept in form No. 95 of schedule XL(A). For further particulars see rule 150.

193. Marking and numbering of arms.—The muskets and bayonets issued will be numbered by the Allahabad arsenal, if so requested. An additional distinguishing district mark will be prefixed to the arsenal number on each musket and bayonet, which latter should bear the same number as the musket. The arms will be marked by each district as laid down in rule 209.

194. Rangoon oil.—Rangoon oil can be obtained on indent from the arsenal, the allowance being $1\frac{3}{4}$ gallons per 100 arms annually for lubricating arms. One quarter gallon Rangoon oil and 2 lbs. bees wax per 100 arms additional are also allowed annually for coating and keeping component parts in stock free from rust.—(*Vide Ordnance Officer's No. 1685-R.B., dated 2nd February 1910.*)

RULES REGARDING REVOLVERS. (Rules 195 to 200.)

195. Revolvers.—The A. P. R. Insp. of certain districts have been supplied with Enfield pistols, in "cases, brown, pistol, Mark I" and with "pouches ammunition brown, Pistol, Mark II." These pistols when unserviceable will be replaced by the latest mark of service Webley, Revolver. The demand for such supplies should be made to the Director of Ordnance Stores, Poona, who should be informed annually on the 1st July of the probable number that will be required during the following financial year.

196. Revolver ammunition.—The scale of ammunition 455 bore, for these pistols has been laid down at 48 rounds service and 24 rounds for annual practice.

197. Custody of revolver ammunition.—This ammunition must be kept in the magazine and shown in a separate part of the register of ammunition. The annual supply will only be obtained on indent from the arsenal, after return of empty cases (*vide* rule 181) in multiples of 12.

The revolver with 12 rounds of practice ammunition will remain in the custody of the Insp., but when not actually in use or on his person, both pistol and ammunition must be kept in a locked chest or almirah approved of by the S. P., a signed copy of the approval being pasted inside the box or almirah.

198. Inspection of revolvers, etc.—Insp. of A. P. R., when receiving charge, will acknowledge receipt of the revolver and ammunition and will remark on their condition in the charge sheet.

Insp. will be responsible for keeping their revolvers clean. The S. P. or O./C. will certify in the monthly force return that he has examined the revolver and ammunition during the month and has found them clean, serviceable and in good condition.

199. Annual practice with revolver.—The annual course of practice will consist of 12 rounds single practice right and left hand and 12 rounds continuous practice right and left hand, at 25 yards. This should be fired in the presence of the S. P., entered in the target practice register and noted in the annual musketry return. The target must be 6 feet x 2 feet divided into 3 equal parts, each 2 feet square, with an 8-inch bull's eye in the centre.

Points—bull's eye	4
Centre	3
Outer	2

Each officer should ordinarily obtain 30 points in the single shot practice and 24 in the continuous. In the single shot practice the revolver should only be cocked once for the right hand and once for the left.

The revolver should be loaded when carried on duty. It must be unloaded immediately on return from duty.

N. B.—Duty here means any duty in charge of a force outside the reserve or parade ground, excepting target practice and route marching.

200. Authority for requisitioning for revolvers and revolver ammunition.—In requisitioning for revolvers and revolver ammunition Govt. of India's order No. 1025 Home Dept. (Police), dated 29th October 1909, should be quoted as authority. In requisitioning for the replacement of unserviceable Enfield revolvers or Webley "Royal Irish constabulary" pattern revolver by the latest mark of service Webley revolver Govt. of India Home Dept. letter No. 1105-1114, dated the 14th September 1911, should also be quoted as authority.

CLEANING AND REPAIRING OF ARMS, ETC. (Rules 201 to 204.)

201. Component Parts.—Appendix B shows the components of a musket .476 bore and the scale sanctioned for one year's supply, (*vide letter No. 246-254, dated 24th February 1906, from the Govt. of India*).

202. Armourers.—Armourers have been sanctioned for all districts except the Lushai Hills, Khasi and Jaintia Hills, the Garo Hills, Cachar, Noakhali, Lakhimpur and the Naga Hills. Armourers receive a local allowance of Re. 1 per 30 arms up to a maximum of Rs. 5 (*G. O. No. 515-J.T., dated the 26th February 1910*).

The armourer will attend parade not less than once a week and will do his musketry course each year. He will ordinarily be exempted from all guard and escort duty. He will repair all muskets belonging to the police and to the jail dept. in the district, so far as he is able and —

(i) He will be responsible for the proper condition of all muskets and bayonets in the armoury, and must inspect at least once a month all muskets at head-quarters including those belonging to the jail. Arms in sub-divisions must be inspected by him at least once a quarter.

(ii) He will be responsible for the care and custody of all tools in his charge and for all spare component parts. He will also keep up a manuscript list of receipts and expenditure of all spare component parts.

N.B.—If the armourer Const. is unable to write, the list must be written up in the reserve office at his dictation.

(iii) He will also keep a book showing the work done and the number of the muskets repaired, and overhauled.

203. Requisition for component parts.—(i) All actual expenditure from the stock of components should ordinarily be recouped annually by Ss. P. on requisitions countersigned by the D. I. G.

(ii) Components will only be issued by the arsenal in exchange for the actual number of unserviceable components of the same description, returned to the arsenal. The requisition must therefore shew the number and date of the receipt voucher for such returned articles. Should there be a deficiency of unserviceable components returned the procedure laid down in rule 181 must be followed.

(iii) Ss. P. should see that armourers do not use components without due reason and that no *bazar* made components or components made by the district police armourers themselves, are used: No components should be issued to the armourer without necessary entries being made in the reserve stock book and the armourer's receipt taken.

(iv) All unserviceable components must be deposited in the store room after entering them as such in the stock book.

(v) Armourers are supplied with the tools shown in appendix C.—(*Vide Govt. of India's No. 808, dated 15th June 1908.*)

No fixed period has been laid down for the duration of these tools. They will be replaced when unserviceable in the same manner as component parts.

(vi) Armourers' shops should be built close to the beat of the sentry on the magazine and should always be locked in the absence of the armourer. The key will be with the armourer, who is responsible for its contents.

204. Stripping and cleaning of arms.—(i) It has been noticed by experts that though the arms of the civil police are generally in very clean condition, the actions are almost always dirty and clogged owing to want of proper cleaning and lubrication, the actions should therefore be stripped, cleaned, overhauled and oiled once a quarter. That part of the barrel which is embedded in the stock fore-end requires lubricating half yearly with a mixture made of 1 lb. of bees-wax to one pint of rangoon oil. Unless this is done, the barrels rust and eventually become unserviceable owing to deep external corrosion. For this purpose 2 lbs. of bees-wax is allowed for every 100 arms and should be obtained from the arsenal on requisition. (*Vide letter No. 6799-G., dated the 8th February 1908, from the Director General of Ordnance and Govt. of India's No. 808, dated the 15th June 1908.*)

(ii) The armourer shall keep up a manuscript register in the vernacular which will show the number of each musket in the district. Opposite each number will be entered the date on which he last thoroughly overhauled, cleaned and lubricated it in accordance with the above orders.

(iii) No other than rangoon oil should be used for cleaning arms, and sub-divisional treasury and other guards should invariably be supplied with the same. Escorts should invariably carry the zinc oil bottles on their belts to enable them to clean their weapons daily.

DEPARTMENTAL STORES. (Rules 205 to 212.)

205. Accoutrements.—(i) A list of accoutrements in use is given in Appendix D. Accoutrements are supplied for head-Consts. and Consts. on indents to the authorised contractors through the D. I. G. They must not be otherwise procured.

(ii) The sanctioned number of accoutrements is, for bayonet scabbards, bayonet frogs, ammunition pouches and slings a number corresponding with the sanctioned number of muskets for the district *plus* an additional 5 per cent. to replace damage or loss and for emergencies ; for belts, batons and baton thongs, a number corresponding with the number of head-Consts. and Consts. sanctioned for the district *plus* an additional 5 per cent. The number of great-coat straps should correspond with the sanctioned number of head-Consts. and Consts. in the A. P. R. and those in the ordinary reserve allotted for escort duty *plus* an additional 5 per cent.

(iii) Other accoutrements are issued from the reserve as occasion requires to guards, A. P. R., etc. They must be accounted for in the reserve stock book.

206. Whistles.—Whistles and chains will be supplied only to the men of the reserve and town police ; the chains must all be of one pattern.

207. Whistle calls.—The following system of whistle calls will be observed.—

(i) One short whistle blown by a supervising officer—the beat Const. is wanted.

(ii) Two long whistles blown by an officer or Const.—in danger, all who hear must come.

208. Committee on stores received.—(i) On receipt of stores, a committee consisting of a president (the S. P. when present), and two members will be assembled to report on the stores. If any stores are found in bad order a copy will be sent to D. I. G., but not otherwise.

(ii) In despatching any ordnance or departmental stores, tents, tarpaulins or equipage from the district a similar committee should be assembled and a report made out as to the condition of the stores despatched. A packing note, (I. A. form Z. 2097), containing the packer's name must be enclosed in the box, case or package in which the articles are sent.

209. Marking of stores.—(i) All leather accoutrements should be marked immediately on receipt with a hot iron. All metal work such as whistles, zinc, oil bottles, etc., must be marked with a punch.

The mark should consist of a serial number, the year of receipt and the distinguishing mark of the district given in clause (iii).

The marks will be so placed as not to show when the article is in use, and must be renewed before they become illegible.

(ii) Waist belts should be considered as part of head-Consts' and Consts.' clothing and should be entered as such in their kit-books. When a Const. is transferred to the A. P. R. he should deposit his belt in the store, and use one of the A. P. R. belts. When retransferred to district work he will receive his old belt again.

(iii) The following abbreviations should be used for the purpose of marking all ordnance and departmental stores except ammunition.

Dacca	DC.	Goalpara	GL.
Mymensingh	MY.	Kamrup	KM.
Bakarganj	BK.	Darrang	DR.
Faridpur	FD.	Nowgong	NO.
Tippera	TP.	Sibsagar	SG.
Noakhali	NL.	Lakhimpur	LK.
Chittagong	CG.	Naga Hills	NH.
Rajshahi	RJ.	Khasi and Jaintia Hills	KJ.
Rangpur	RN.	Garó Hills	GR.
Dinajpur	DN.	Lushai Hills	AJ.
Jalpaiguri	JP.	River Police	RP.
Pabna	PB.	P. T. S. Dacca	PT.
Malda	ML.	C. T. S. Silchar	CS.
Bogra	BO.	C. T. S. Rajshahi	CT.
Cachar	CC.	Saidpur Railway Police	SR.
Sylhet	SL.	Chittagong Railway Police	CR.

(iv) Accoutrements should last for 4 years.

210. Cleaning of accoutrements.—The reserve officer is responsible that the accoutrements in store are properly cleaned.

The following recipe for *momroga* is found to answer well for cleaning and polishing brown boots and accoutrements.

Bees wax	1 lb.
Vaseline tallow	1 „
Mutton „	3 lbs.
Camphor	2 oz.
Spirit of turpentine	1 pint.

Only if the leather be dirty or stained should it be well washed with soft soap, water and a sponge and then dried in the shade. (Sometimes it may even be necessary to use a little lemon to remove very dark stains.) When dry, the leather should be carefully cleaned with a dry cloth. A small quantity of the above mixture should then be applied with the end of a stiff brush, then polish with a soft dry brush. A very fine polish will be obtained.

211. The reserve stock book, form No. 106 of schedule XL (A).—

(i) This register will be kept up in duplicate and on the 1st October both copies will be sent to the range D. I. G. for orders. The range D. I. G. will return one copy after passing necessary orders thereon. On its receipt by the S. P. new registers for the next year will be made out. Only as many pages as will be required for each set of articles should be used.

(ii) All ordnance and departmental stores should be entered separately, including whistles, handcuffs, steel figures, Govt. beds, dark and hurricane lanterns, padlocks, clocks, gongs, boats and all police property except furniture at P. Ss. and O. Ps. and in the office of the S. P.

(iii) Only the total annual issues of arms and ammunition and the total amount of empty cases received back need be entered. Ordinary issues and receipts of these articles will be entered in the register of arms and in the ammunition account. Empty cases returned to the arsenal should be shown as issues.

(iv) All receipt and delivery vouchers whether from the Allahabad arsenal, private firms or from officers and men in the police should be separately filed and given an annual consecutive number.

212. Annual committee and certificate. Replacement and disposal of condemned Stores.—

(i) During the rains the S. P. should assemble a committee and examine all the ordnance and departmental stores at head-quarters and compare them with the reserve stock book. Extracts about them from his inspection remarks at P. Ss., O. Ps., sub-divisional courts and treasury guards should invariably be sent to the reserve and should be examined by the committee.

(ii) Articles should not be condemned solely because they have lasted the allotted period but only on account of their being in such a condition as renders their use for another six months improbable and for another year impossible.

(iii) If any articles are deficient, negligently or carelessly damaged or destroyed the committee should hold an enquiry and proceed in accordance with rule 208.

(iv) All articles condemned should be shown in the right hand pages of the reserve stock book. In the 3rd column on that side should be entered the number of years the articles condemned have been in use, the reason for condemning them, whether the S. P. has sufficient funds to purchase new articles in the place of those condemned and a reference should be made to the separate committee reports on articles lost or negligently damaged quoting the number and date of the treasury vouchers in which the price was deposited in cash or recovered by short drawing.

(v) If it is found necessary to condemn a tent a committee of three gazetted officers should examine it.

In ordinary circumstances no new tent will be supplied should the condemned tent not have lasted 8 years and tarpaulins 5 years. Requisitions for tents should be submitted separately to the I. G. P. not later than the first of June.

(vi) In forwarding the reserve stock book to the D. I. G. on the 1st October of each year the S. P. shall certify that he has compared the register with the registers of issue of arms and ammunition, and with all ordnance and departmental stores, has found all articles duly accounted for and the balance correct, and has duly entered all exceptions in the book.

(vii) The reserve officer is responsible for obtaining the orders of the S. P. on all repairable stores as soon as they are damaged, as well as for their being promptly repaired on receipt of orders.

(viii) On the return of the reserve stock book, all orders passed therein by the D. I. G. shall be promptly carried out. For obvious reasons before selling condemned leather accoutrements, such as pouches, scabbards, etc., they should be altered in such a way that they cannot be used for the purpose for which they were originally intended. If there is no demand for them and they cannot be sold locally (if so

ordered) they should be thrown away or destroyed. All condemned brass badges must be carefully defaced before being sold.

(ix) The numbers and dates of the treasury vouchers in which sale-proceeds of condemned stores are deposited in the treasury, must be shown in red ink in the last column of the register below any orders which may have been passed by the D. I. G. on the subject.

TENTS. (Rules 213 to 215.)

213. Camp equipage.—The following supply of tents is authorised by Govt.

For I. G. P.	{	1 single-pole tent, full size. 1 hill or swiss cottage tent. 1 necessary tent, 4 feet x 4 feet. 4 pals 14 feet x 14 feet.
For D. I. G.	{	1 single-pole tent, 2nd size. 1 necessary tent, 4 feet x 4 feet. 3 pals, 14 feet x 14 feet.
For S. P.	{	1 hill or swiss cottage tent. 1 necessary tent, 4 feet x 4 feet. 2 pals, 14 feet x 14 feet.
For Astt. and Dy. S. P. in charge of a sub- division.	{	1 hill or swiss cottage tent. 1 necessary tent, 4 feet x 4 feet. 2 pals, 14 feet x 14 feet.
For reserve force and for the occasional use of Astt. and Dy S.P. and European Insp. on deputation.	{	1 hill tent with usual necessary tent and four pals with two additional for emergencies.

The verandahs may be square or round as desired.

For rules on the subject of carriage of tents see II. 324.

214. Supply of tents.—The full scale of tents will not necessarily be sanctioned for a district, but sanction will be given in accordance with the circumstances of each particular area. In Assam, for instance, there are rest-houses in every district and tents are seldom necessary; where there are no rest-houses, *bashas* or huts can be run up at little cost. The cost of carriage moreover in Assam is so high that those police officers who have tents seldom or never use them.

215. New tents how to be obtained.—(i) Orders for new tents should be sent to the Inspector General of Prisons, Bengal, in September.

The I. G. P., Bengal, will be requested to have the new tent or tents when ready, examined by his tent committee, at the Buxar Central Jail and, if they are found satisfactory and in good condition, will direct them to be despatched to the districts for which they are intended.

The I. G. P., E. B. & A., may however, whenever necessary, depute an officer or himself proceed to serve on such committee.

(ii) All tents should be marked on receipt, a piece of stout linen marked with the date of receipt, the place of manufacture, the district initials and a number (to avoid having portions of tents mixed up with each other) should be sewn on to each separate portion of the tent in a place where it will not ordinarily be seen when in use. The wooden poles and the ridgepole, if any, should have the above marks burnt on or cut into them.

All camp-equipages should be similarly marked.

(iii) The attention of Ss. P. is drawn to the necessity of exercising great care in the transportation and storage of tents. When taking over charge of a district tents should always be pitched and closely examined by Ss. P.

UNIFORM. (Rules 216 to 264.)

216. Uniform of Insp.—*Head dress*.—Blue cloth forage cap with plated badge in front and with patent leather peak $1\frac{1}{2}$ inch broad, patent leather chin strap $\frac{3}{4}$ inch wide with two brass buckles, $1\frac{3}{4}$ inch black mohair oak-leaf lace band, black mohair tracing braid work on crown in 6 pointed loops with small loops between, and a black mohair button in the centre of the crown, scarlet silk lining inside and brown diced leather browband.

European and Eurasian Insp. must also have cork or pith helmet of regulation pattern, covered khaki drill with khaki *pagri* and brown leather chin strap and plated badge fixed in front above fold of *pagri*.

A. P. R. Insp. other than Europeans or Eurasians, will wear red *salu pagri* 9 yards long with silver fringe 4 inch deep and plated badge, to be worn in front of *pagri*.

N.B.—The *pagri*, as above described, will be the head dress of all up-country officers, whether attached to the A. P. R. or ordinary reserve, the colour of the *kulla* to be worn with the *pagri* depending on the branch of the force to which the officer is for the time being attached, *vide* rule 224.

As a protection from the sun, district police Insp. will be permitted to wear a drab pattoo hat of approved pattern, when on duty in the *mufassil*. Such hat is to be considered strictly as undress uniform and to be worn only when the conditions named require it.

Badge for head dress.—Silver plated metal, device E. B. & A. P. within a wreath, surmounted by a crown.

Coat.—Khaki drill for summer and khaki serge for winter: universal pattern, pointed cuffs, no plates or buttons on sleeve, shoulder straps of same material with plated metal—departmental letters silver plated E. B. & A. police buttons and white metal hook and eye and rank, the latter denoted by the word "Inspector" in $\frac{1}{4}$ inch block type above the departmental letters.

Overalls.—Khaki drill for summer and khaki serge for winter.

Knickers.—(For wear with *putties* when dismounted).—Khaki drill for summer and khaki serge for winter.

Breeches.—(For riding).—Khaki drill for summer and khaki cord for winter.

Putties.—Khaki web pattern.

Boots.—Brown lace boots.

Great coat.—Khaki cloth without sleeves, stand-up collar, cape down to waist, 5 large plated buttons down front and 3 small buttons down on cape: no shoulder straps, slit up back to half way between knee and fork.

Sash.—Red worsted, to be worn on left shoulder by Insp. of A. P. R. only.

Sword-Belt.—For Insp. of A. P. R.—Sam Brown pattern belt of brown leather with brass mountings, such belt to be worn with one shoulder strap ordinarily, or with two, if carrying revolvers.

For other Insp. —Brown leather belt with plated mountings and clasp bearing departmental badge to be worn under coat.

Sword.—Straight blade, 32½ inches long by 1 inch broad near hilt, plated semi-basket hilt with E. B. & A. P. device, handle black with silver wear.

Scabbard.—Steel scabbard for district police Insp. and leather scabbard for Insp. of the A. P. R.

N.B.—Swords and sword-belts will be worn only on full dress occasions, or when in command of an armed guard.

N.B.—Serge uniform for winter is optional.

217. Uniform of Sub-Insp. and sergeants.—Sub-Insp., European and Eurasian sergeants will wear the same uniform as for Insp. with the following exceptions:—

Head dress.—Forage cap to be without peak.

Coat.—Rank to be denoted by the words “Sub-Inspector” and “Sergeant,” respectively, in crescent shape in plated metal ¼ inch block type above the departmental letters on shoulder strap.

Sword.—Optional for Sub-Insp. and sergeants of the unarmed branch of the force.

Sword-Belt.—For Sub-Insp. and sergeants of the A. P. R.—Brown leather with plated mountings and clasp, bearing departmental badge, to be worn under coat.

For Sub-Insp. and sergeants of the unarmed branch.—Optional.

218. Uniform of probationary Sub-Insp.—Probationary Sub-Insp. will wear the same uniform as Sub-Insp. with the following exceptions:—

Coat.—Departmental letters only on shoulder straps: a red cloth badge affixed to the collar on both sides of opening at neck.

Sword and sword-belt will not form part of the out-fit of probationary Sub-Insp. and the purchase of great coats, knickers, breeches, and putties, before confirmation, is optional for these officers.

219. Insp.s. and Sub-Insp.s. to have three suits of uniform.—Insp.s. and Sub-Insp.s. are required to have at least two serviceable suits for ordinary wear and also one suit for inspections and ceremonial occasions.

220. Uniform of Insp.s. and Sub-Insp.s. how to be obtained.—Uniform must be obtained through the S. P. from authorized contractors who will be furnished with the measurements prescribed in form No. 107. of schedule XL(A). Insp.s. or Sub-Insp.s. should not ordinarily have their uniform made up for themselves.

The S. P. should, at his half-yearly inspections of P. Ss., court and reserve, take the opportunity of inspecting the uniform of Insp.s. and Sub-Insp.s. Bills for uniform supplied to Insp.s. and Sub-Insp.s. will be submitted to the officers through the S. P. who will keep a copy of each officer's account. Officers must inform the S. P. if the account is not settled at once. Deductions will then be made up to 25 per cent. of their pay by the S. P. and remitted to the contractor by R. T. R. until the account is closed. Every endeavour should be made to ensure the contractors against loss, but no responsibility is accepted in case of death, discharge, etc., when the amount cannot be recovered, or when there is loss in transit, etc. Before an officer leaves the force, any sum to his credit on account of pay, security deposit, etc., *plus* the sale-proceeds of his uniform, may be utilized in paying clothing dues.

221. Disposal of uniform of Insp.s. and Sub-Insp.s.—Insp.s. and Sub-Insp.s. leaving the force may dispose of their uniform either by private arrangement, or through the S. P. by public auction to officers in the force. The uniform should not be sold without the consent of Insp.s. or Sub-Insp.s. concerned.

222. Transfer of accounts of uniform of Insp.s. and Sub-Insp.s.—When an officer is transferred to another district, a memorandum of any money due to contractors for clothing supplied to him should be sent to the S. P. of his new district, and the fact intimated to the contractors concerned.

223. Uniform of head-Consts.—*Head dress.*—For district police—Round blue cloth forage cap without peak, $1\frac{3}{4}$ inch, plain black mohair lace band, black patent leather chin strap $\frac{1}{4}$ inch wide with one brass buckle, $\frac{1}{4}$ inch black silk braid work in 8 small loops only on crown with a black mohair button in the centre, black oil-cloth lining inside and browband diced leather, brass badge in front of cap.

For A. P. R.—Red *saloo pagri* 9 yards long, with brass badge of brooch pattern to be worn in front. White *kulla* of quilted cotton, eye-letted for ventilation to be worn inside *pagri*.

N.B.—In plains districts, the *pagri* as above described will be the head dress of all upcountry and other head-Consts. who do not belong to the investigating staff, the latter including for the purposes of this rule, *thana*, court and town police; the colour of the *kulla*, to be worn with the *pagri*, will depend on the branch of the force to which the head Const. is for the time being attached. (*Vide* rule 224.) In the Khasi and Jaintia hills the *pagri* as above described, will be the head dress of all upcountry and other head Consts. who do not belong to the investigating or court staffs.

For hill districts except Khasi and Jaintia hills as far as it relates to head-Consts. not belonging to investigating or court staff—Dark blue

cloth cap of kilmarnock pattern, with red woollen tuft in the centre of crown and E. B. & A. P. letters in bronze in front.

Badge for head dress.—Same as for Insp. and Sub-Insp., but of brass.

Detachable shoulder pad of khaki cloth (for A. P. R. only).

Coat.—Khaki drill with stand-up collar, side opening, front open the whole way down, "E. B. & A. P." letters in brass on shoulder straps, $\frac{3}{4}$ inch from sleeve joint, 5 brass E. B. & A. P. buttons down front, brass belt hook on either side.

O'eralls.—Khaki drill.

Knickers.—(For wear with putties) khaki drill.

Putties.—Khaki web pattern.

Sash.—(For A. P. R. only) red worsted, to be worn on left shoulder.

Boots.—Brown ammunition.

Great coat.—Same as for Insp. and Sub-Insp. but with brass buttons.

Haversack.—Khaki drill, with broad khaki newar strap and brass loops and slice, flap to fasten with one "E. B. & A. P." pattern brass button.

Waist belt.—Brown leather circular brass clasp with "E. B. & A. P." monogram on catch.

Chevrons.—Three bars, two bars, and one bar according to rank, red cloth on white cloth ground, sewn on to sleeve, to be worn point downward on right upper arm, lowest point $9\frac{1}{2}$ inches from sleeve head, chevron to be $6\frac{1}{2}$ inches across, bars $\frac{1}{2}$ inch wide, interspace $\frac{1}{8}$ inch.

Undervests or Jackets.—The former of grey army flannel, the latter of dark blue or khaki cardigan pattern, with sleeves.

N.B.—Men may be supplied with either vests or cardigan jackets but not both.

Socks.—Woollen of dark blue or khaki colour.

N.B.—To be supplied to A. P. R. only.

Holdalls.—Of red kharua cloths, about 3 feet square edged with rope, loops at corners: wooden toggle on one corner.

Kit box.—Of steel, coloured black and measuring 24 inches long, 14 inches broad and 9 inches deep with padlock fastening.

N.B.—Men must supply their own padlocks.

Undress Pagri.—White or muslin cap.

Undress Coat.—White American drill.

Undress Dhoti.—White markin.

224. Use of *kullas*.—

(a) District police (including ordinary reserve) —Red *kulla* and red fringe.

(b) Town police—Dark blue *kulla* and dark blue fringe.

(c) A. P. R.—White *kulla* and white fringe.

N.B.—The district police for purposes of this rule includes all officers and men except those attached to A. P. R. or employed on town duty.

225. Uniform of Consts.—*Head dress*.—Red *saloo pagri*, 7 yards long, to be worn with *kulla* of quilted cotton and separate fringe, 3 inches in depth, attached 10 inches of red *saloo* in colours described in rule 224.

The police in the hill districts except Khasi and Jaintia hills as far as it relates to Consts. not on investigating or court staff will wear a dark blue cap of kilmarnock pattern, with red woollen tuft in centre of crown and "E. B. & A. P." letters in bronze in front.

Shoulder pad (for A. P. R. only).—Same as head-Consts.

Blouse.—Khaki drill with yoke, opening half way down, without collar, pockets and strap behind, three plain flat brass buttons down front, shoulder straps of same material, fastening with small flat brass buttons, roll number in brass figures 1 inch in height, to be worn on left breast and brass departmental letters at base of shoulder straps, $\frac{3}{4}$ inch from sleeve join. Brass hook on the left side to support the belt.

Knickers.—(For wear with *putties*) khaki drill.

N.B.—Knicker-boekers, *putties* and boots will be supplied only to the A. P. R. and town police. They may be supplied also first to Consts. on guard duty and then to other Consts. should funds be available, but in the hill districts knickers may be supplied to all Consts. recruited from hill tribes, instead of *dhotis*, provided the usual maintenance grant is not exceeded.

Dhoti.—Khaki long-cloth fast dyed, measuring about $4\frac{1}{2}$ yards long by $1\frac{1}{2}$ yards broad.

N.B.—These will be supplied to Consts. on *thana* duty and to Consts. of the ordinary reserve other than those to whom knickers are issued.

Putties.—Khaki web pattern.

Boots.—Brown ammunition.

Great coat.—Same as head-Consts.

Haversack.—Ditto.

Waist belt.—Brown leather, 2 inches deep brass waist plate without buckles, of "E. B. & A. P." pattern.

Baton.—Of heavy wood, 24 inches long, attached to the belt by a leather frog. To be supplied to town police only.

Chevrons.—(For approved service). Of brass, in sets of one, two and three bars for 3, 10 and 17 years' approved service. To be worn on the left fore-arm point upward, inside of angle to be $1\frac{1}{2}$ inch above point of cuff.

Vest or Jacket.—Same as for head-Consts.

Socks.—Ditto.

N.B.—These will be supplied to all Consts. to whom boots are issued, if funds permit and if, in the opinion of the S. P., the nature of the men's duties require their issue.

Holdalls.—Same as for head-Consts.

Kit box.—Ditto.

Undress Pagri.—Ditto.

Undress Coat.—Ditto.

Undress Dhoti.—Ditto.

226. Annual grant for supply and maintenance of kit.—A sum to meet the cost of first kit at Rs. 20 per kit calculated on figures representing ten per cent. of the sanctioned force of head-Consts. and Consts.,

and a further sum of Rs. 5 per head for maintenance calculated on figures representing 90 per cent. of the total number of head-Consts. and Consts. of the sanctioned force, will annually be placed at the disposal of each S. P. in his district budget, under the sub-head "clothing" of regular contingencies. These two grants need not be distinguished for purposes of account or stock-keeping. They should be treated as one consolidated grant, but the total sum shall on no account be exceeded without the express sanction of the I. G. P., no matter how many men are enlisted. All applications for extra grants under these heads shall be made through the D. I. G. of the range, full reasons being given for such applications. In calculating the maintenance allowance for the Khasi and Jaintia, the Lushai, and the Naga hills, the rate shall be taken at Rs. 8 per head per annum, instead of Rs. 5.

227. Kit to whom to be given.—A first kit will be given—

- (a) to all recruits on being passed into the ranks as efficient;
- (b) to all Consts. transferred to the district police from the railway, river or military police or *vice versa*;
- (c) to all head-Consts. on first appointment or on promotion to this rank.

N.B.—A Const. re-enlisted or re-instated after dismissal or discharge will, if his clothing has been disposed of, be treated as newly-enlisted.

228. First kit.—A first kit will consist of the following articles:—

For Consts.

	Rs.	a.	p.
2 white American cloth coats	1	10	0
2 muslin caps	0	4	0
2 khaki blouses	5	8	0
2 red <i>pagris</i> with fringes	3	8	0
1 <i>kulla</i>	0	9	0
2 khaki <i>dhotis</i>	3	0	0
1 haversack	0	14	0
1 holdall	0	12	0
1 cardigan jacket	1	10	0
1 set of letters and numbers	0	6	0
1 set of buttons	0	4	6
1 belt (not debited to clothing, but to accoutrements)			
1 baton.			

Total cost (approximate) 18 5 6

For head-Consts.

2 American cloth coats	1	10	0
2 muslin caps	0	4	0
2 khaki drill coats	5	4	0
2 khaki drill knicker-bockers	4	8	0
1 cap (R3-4-0) or two red <i>pagris</i>	6	0	0
1 cardigan jacket	1	10	0
1 pair ammunition boots	4	8	0
1 pair <i>putties</i>	1	6	0
1 holdall	0	12	0
Letters	0	6	0
Buttons	0	7	6
Belt (not debited to clothing, but to accoutrements)			

Total cost (approximate) 26 11 6

All illiterate head-Consts. should be given one haversack, and head-Consts. of the A. P. R. will be supplied with one haversack and one red worsted sash. The excess cost of first kit may be met from savings from the maintenance grant. It will be observed that in the list of a Const.'s first kit no provision has been made for boots, *putties* and knickers. These must be provided for all men of the A. P. R. and town Consts. If savings are available, they should be provided to all men of the force, but they will not necessarily be provided as part of first kit, unless a recruit is drafted into the A. P. R.

White coats and caps should be provided only for men posted in the reserve lines at head-quarters.

229. Maintenance of kit.—There is no objection to the expenditure of more than the annual grant of Rs. 5 on individual head-Consts. or Consts. in one year, provided the total expenditure in the financial year does not exceed the total grant for the district. Each man's kit should ordinarily be supplemented by the issue of—

1 blouse,

1 *pagri*, and

2 *dhotis* or 2 pairs of knicker-bockers

in alternate years, and the balance utilised in building up kits to a common level of sufficiency.

230. Number of articles each man should possess.—No man should have more than 3 blouses; *viz.*, 1 for inspection, 1 for day use, and 1 for night use; 2 *pagris*, *viz.*, 1 for inspection and 1 for ordinary use; 2 *dhotis* or 2 pairs of knickers, *putties* and boots; 1 haversack, 1 hold-all, 1 cardigan jacket.

231. Time articles to last.—The minimum time each article should last is stated below:—

Socks	3 months.	Caps	} . 2 years.
White coats	} . 9 "	Sash	
Caps (muslin)		Chevron (cloth)	
White <i>pagris</i>	} . One year.	Fringes	} . 6 "
Boots		<i>Kullas</i>	
Blouses	} . 18 months.	Great coats	
Knickers		Holdall	} . Indefinite period.
<i>Putties</i>		Buttons	
<i>Dhotis</i> (khaki)		Badges	
" (markin)	} . 2 years.	Letters	} . Indefinite period.
Coats (khaki)		Chevron (brass)	
Overalls		Number plates	
<i>Pagris</i>		Waist plate	
Haversacks	} . 2 years.	Baton	
Cardigan jackets		Kit box	

232. Articles worn out within prescribed period.—Any article worn out within the prescribed period or lost or damaged may, at the discretion of the S. P., be replaced at the expense of the head-Const. or Const. concerned.

233. Uniform at drill.—Unless otherwise and specially ordered by Ss. P. white clothing should be worn at drill at head quarters and ordinary uniform once a week at parade.

234. Great coat not part of kit.—Great coats should not be issued as part of the man's kit but a certain number should be kept in stock and issued for the use of men on night duty during the cold weather and at any other time the S. P. considers necessary.

235. Submission of half-yearly indents.—Half-yearly indents for clothing should be sent direct to contractors not later than the 15th of the months of March and September. When submitting the March indent the contractor should be requested to supply the clothing in the following month. Indents must be in form Nos. 107 or 108 of schedule XL (A) and should show clearly the number and size of the article required.

236. Checking of indents.—Indents must be carefully checked by the S. P. who should see that an unnecessarily large stock is not kept in hand, particularly in the rains. The amount of the indent should be compared with the consumption during the corresponding period of the previous year and should not largely exceed that amount without good reason. Care should be taken that the proportion of the various size indented for corresponds with the probable requirements as shown in columns 20 to 24 of the reserve register, and the clothing hand book.

237. Clothing contractors.—A list of the recognised clothing contractors including jails, the articles which each contractor is to supply, and the price fixed for each article, will be published in the Police Gazette from time to time.

238. Taking delivery of clothing packages.—On receipt of intimation of the arrival of clothing from contractors the reserve officer shall be deputed to take delivery. He should have the packages weighed in the presence of the authority giving delivery, and if on comparison with the way-bill or railway receipt, it is found that the weight is short, a note shall be made on the way-bill or receipt, which shall be duly attested by both parties.

The packages should also be carefully examined before delivery is taken, especially in the rains, etc. If it is found that any are damaged owing to defective packing, the fact should be at once brought to the notice of the S. P.

239. Committee on receipt of clothing.—Before opening the packages a committee shall be formed by the S. P. and shall ordinarily consist of himself, the Asst. S. P. or Dy. S. P. if any, circle Insp. and reserve Insp. or Sub-Insp.

The committee should assemble as soon after receipt of the packages as possible.

The packages shall be opened in the presence of the committee.

Should any article or articles of clothing be condemned, the S. P. shall submit a copy of the committee's report and one of the best and one of the worst of the articles condemned to the D. I. G., and pending receipt of orders, the clothing objected to by the committee shall be kept by the S. P. A copy of the report should also be submitted at once to the firm or the Superintendent of the Jail who supplied the articles.

240. Method of payment.—(a) Payments for clothing received from the Jail Dept. will be made by work bills. These work bills will be submitted by the Jail Dept. in triplicate, the original will be attached to the regular contingent bill, the duplicate returned, duly signed, without delay to the Jail Dept. and the triplicate retained by the S. P. for future reference.

(b) All payments for clothing to other contractors should, unless the contractors appear personally for payment, invariably be made by R. T. R. The bills paid to local contractors should be made payable to them by name.

(c) Clothing bills shall be settled within fifteen days of receipt if the clothing is approved.

241. Clothing accounts.—The following registers will be kept up in connection with the receipt and issue of clothing:—

(i) A register of receipt and issue of clothing in form No. 109 of schedule XL (A).

(ii) The committee report book, form No. 110 of schedule XL(A).

(iii) The individual clothing ledger, form No. 111 of schedule XL (A).

(iv) Clothing hand book, form No. 112 of schedule XL (A).

242. Register of receipt and issue of clothing.—In this register will be entered under the following two heads all clothing received in stock, either from contractors or from men who have left the force or gone on leave for more than three months (*vide* rules 254 and 255) immediately it has been passed by the committee:—

(i) First kit and maintenance.

(ii) Returned clothing (serviceable).

Under head No. (i) will come all clothing received from contractors and new clothing received back from men, and serviceable returned clothing under head (ii). Unserviceable clothing will be cut up or destroyed and struck off the accounts.

243. Committee report book.—The committee report book shall contain a record of the proceedings of all committees held under rule 239 to pass clothing received from contractors or from the Jail authorities and also clothing received back from men. The proceedings should be recorded in two parts:—

(i) For clothing received from contractors, etc.

(ii) For clothing returned by the men.

The proceedings of each meeting should be separately numbered serially for each part, a new serial being opened for each year. These proceedings will constitute the receipt vouchers for all clothing entered on the receipt side of form No. 109, and their serial numbers should be noted in the margin of the receipt side of the register of receipt and issue.

Clothing received from contractors must be checked by invoices and returned clothing by the hand book.

244. Individual clothing ledger.—The individual clothing ledger shall be kept up by the reserve officer in form No. 111 of schedule XL (A). Entries shall be made in the same way and at the same time,

both in regard to articles issued and those struck off, as in the hand books. In this register separate pages shall be allotted to each man, sufficient for entries for five years, and articles issued on the same date are to be entered in the same line. It should be checked by the S. P. or his Assistant or Deputy. When any serviceable article is issued a "S" shall be noted against it. When for any reason clothing is struck off, a line shall be drawn through the entry and initialled by the S. P. or reserve officer.

245. Clothing hand books.—Each head-Const. and Const. shall be provided with a clothing hand book in form No. 112 of schedule XL (A) which shall be written up as soon as possible after the passing of orders to issue or strike off any article of clothing. If two or more articles of one kind other than buttons and letters are issued to the same person on the same date, they must be entered separately in the clothing hand book.

When an article is destroyed or disfigured as unserviceable, or taken away for any other reason, it shall be struck through, and the correction initialled, and a note made in the column "how disposed of."

Instructions for filling up the book are given inside the cover.

246. Kit inspection by Ss. P.—The S. P. will hold kit inspection of all men at head-quarters on the 1st of each month, and of *mufassil* subdivisional head-quarters, *mufassil thanas*, etc., and outlying towns at his half-yearly visit, and strike off unserviceable clothing destroying or disfiguring it at once, and order the issue of what may be necessary to complete the kits.

247. Kit inspection by Insp. and others.—Insp. and *thana* officers will be held personally responsible for the state of the kits of men serving under them, and the reserve officer for the state of the kits of all men in the reserve, but they will make no entries in the hand books except under the orders of the S. P. passed on issue and strike off forms Nos. 113 and 114 of schedule XL (A). Kit inspections will be held monthly before the distribution of pay by all O. S. of stations and O. Ps., by court officers and by the reserve officer. The inspection must be thorough and any defect found should be reported to the S. P. The fact that the inspection has been made will be noted by station and O. P. officers in their general diaries, by court officers in their daily under-trial case reports, and by the reserve officers in the morning report. Treasury guards will be inspected by court officers. The names of men whose kits have not been inspected owing to absence will be noted, and an early opportunity should be taken of inspecting them.

248. Method of making inspections.—Inspections should be carried out on all occasions in the following manner after the men have fallen in :—

- (i) On the words "open-kits" holdalls should be stretched and pegged out in a straight line, and upon them should be neatly laid out the different articles of kit. Great coats and jumpers should be folded so as to show buttons and badges.

- (ii) Officers and men will stand to attention, each behind his own kit. Belts should be passed through belt hooks with batons attached on the left-hand side between the hook and the belt plate.
- (iii) Officers and men should always wear their best suits at inspections.
- (iv) Long hair should not be permitted. Those who shave should be clean shaven.
- (v) *Pagris* should be tied in one approved pattern. *Dhotis* should be tied tightly and fall just below the knee cap. Buttons, badges and chevrons should be highly polished. The fit of the collar and length of the coat and sleeve should be noticed. Accoutrements should be clean and polished.
- (vi) After noting any defects and pointing them out to the men, the inspecting officer will proceed to examine the kits. Each man's kit should be carefully examined article by article, and compared with his hand book, a note being made of what is missing, and what is required to complete the kit, and whether clothing has lasted a fair time.
- (vii) Having made a complete and careful inspection, and taken notes for his report to S. P., the inspecting officer will give the order "squad close kits" and the men will sit down. On the word "one" they will fold up each article carefully and tie up kits in their holdalls, which they will hold in their right hand. On the word "two" (which order will be passed when all have completed tying up their bundles) the men will stand up, the bundle hanging from the right hand. On the word "dismiss" the men will move off quietly to their quarters, where they will place their bundles on their cots and remain standing at attention, while the inspecting officer goes round the barracks to see that all is clean and in order.

249. Quarterly checking of stock.—On the 1st day of April, July, October and January, the S. P. will carefully check the actual stock with the register of receipt and issue and take action on any discrepancies thus discovered, and certify to their correctness below the last entry.

250. Strike off form.—All clothing found unserviceable or defective should be entered in a strike off form, form No. 114 of schedule X-L (A), showing the articles unserviceable or wanting, the reasons therefor, and the date on which such articles were issued from stock. It should state clearly whether such articles are to be replaced and what the size should be. On receipt of the strike off form Ss. P. will, if necessary, order the articles in question to be struck off the clothing hand book and individual ledger and direct the reserve officer to supply the defect in an issue form.

251. Issue of clothing.—All clothing will be issued in form No. 113 of schedule XL (A), and the signature of the recipients taken on it. These issue forms are to be serially numbered each year and to be filed

in consecutive order so as to form vouchers of expenditure, their serial numbers being shown on the issue side of the register of receipt and issue.

252. Quantity of clothing to be kept in stock.—Only sufficient clothing should be kept permanently in stock for emergencies, as it is apt to get damaged by storage, damp and insects.

253. Clothing for extra and additional police, etc.—For extra police, additional police and guards supplied to private parties, railways, etc., special indents will be submitted for the clothing actually required as necessity arises.

254. Return of kit by men going on leave.—The kits and hand books of men going on leave shall be taken from them and kept in a place of security until they return.

255. Return of clothing.—The clothing of men leaving the force by transfer to the railway, river and military police, by resignation, discharge, dismissal or death, and of Consts. promoted to the rank of head Consts. and head-Consts. to that of Sub-Insps. will be returned into store, classified by the S. P. as serviceable or unserviceable, and will find entry in the register of receipt and issue. Clothing of men granted leave for more than three months will be dealt with similarly. Unserviceable clothing and the clothing of men who have suffered from infectious diseases should invariably be destroyed. Serviceable clothing will be entered in the receipt and issue register and issued as required.

256. Repairing and washing of clothing.—The services of a tailor should be engaged temporarily to mark and fit new clothing and repair serviceable clothing. A *dhobi* should also be engaged to wash serviceable clothing taken away from men and brought into store. Khaki material should neither be boiled nor heated nor exposed to the sun to dry after washing, and the use of country soaps, mango peels, limes, soap-nuts (*rita*), *saji*, soda or any other ingredients containing the *least* acid, the action of which no dye, however fast, will withstand, should be strictly forbidden. Common yellow bar soap alone is all that is required for washing and to keep the garments clear and the khaki colour fresh in spite of long wear. He should also occasionally be employed to iron and dry all clothing in stock in damp districts.

257. Clothing the property of Govt.—All clothing issued under these rules is the property of Govt.

258. Kit boxes.—Kit boxes are to be furnished to the reserve, *thanas*, etc., according to the strength of head-Consts. and Consts. attached thereto. They will be considered as part of the furniture of such places and shown in the stock book and list of property accordingly, and the O./C. will be held responsible for them. They are not to be removed except by order of the S. P. for repairs, etc. Each box should be numbered serially and the number of the Const. to whom it is issued should be shown in the remarks column of the stock book.

259. Savings in the grant.—Care should be taken that at the close of the financial year no part of the grant for clothing lapses. If only a

small sum is unexpended, it can be used for the purchase of white coats, caps., etc. Large unexpended balances should be reported to the D. I. G.

260. Marking of clothing.—(a) All clothing whether for first kit or maintenance, will be marked, previous to issue, with (i) the first three letters of the name of the district, (ii) date of issue, and (iii) the district number of the man to whom issued, thus—

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(b) The mark will be stamped with printing, marking or other indelible ink, on a small piece of white cloth, which can be sewn on to the uniform, or in the case of *pagris*, jumpers, coats, trousers and knickers, *dhotis*, haversacks, holdalls, caps, the mark may be put on the article itself, care being taken not to cause disfigurement. Inspecting officers should order the marks to be renewed whenever they begin to become illegible.

(c) The stamp will be affixed as follows:—

Blouses and coats.—On the inside right-hand corner, at the back on bottom of the skirt.

Pagris.—On the reverse side at both ends.

Knickers.—Inside and at the top of the right-hand pocket.

Dhotis.—At both ends.

Holdalls.—On the inner side of the right-hand top corner.

Caps.—On the inside of the inner leather band.

Putties.—On the reverse side near the tape end.

Great coats.—Inside, at the back, on the bottom of the skirt. (As great coats are not issued to any individual head-Const. or Const., they should only be stamped with the three district letters and date of receipt from contractors).

Boots.—Inside—right foot right-hand side, left foot left-hand side with steel figures or punches.

Cardigan jackets.—At the back outside below the collar.

Haversacks.—On the inside of the flap.

261. Medals and replacement of lost medals.—Medals are to be shown at kit inspections. When a person who has ceased to serve in the Army loses a medal obtained while in military employ, the circumstances of the loss will be investigated by the S. P. Care should be taken to record the military rank, number and spelling of the name of the claimant as shown in the discharge certificate.

The evidence recorded and the result of the investigation, showing the S. P.'s opinion as to the degree of blame attaching to the claimant will be forwarded to the Officer Commanding the unit to which the

person belonged when the medal was granted, who will verify the claim and dispose of it as laid down in paragraph 360, Army Regulations, India, Vol. II. The duplicate medal will be forwarded by the Mint Master, Calcutta, direct to the S. P. for delivery to the claimant, the Mint Master informing the Controller of Military Accounts with a view to the cost of the decorations being recovered and adjusted.

Medal ribbons can be obtained on payment at any time, from the Army Clothing Factory, Alipore, by requisition in I. A. F. Z. 2091.

262. Unclaimed medals of deceased men.—Unclaimed medals of deceased men should be forwarded to the Secretary to Govt. in the Military Dept., Calcutta.

263. Grant of medals by royal humane society.—All representations with reference to the grant of the royal humane society's medals must be forwarded to that society through the Govt. of India.

264. Wearing of uniform by retired police officers.—Officers of the police Dept. down to and including Sub-Insp. who have rendered approved service of not less than 15 years in the Dept. at the time of retirement, may be permitted after retirement, to wear on ceremonial occasions or when calling on Govt. officials the uniform of the rank which they held in the police force at the time. Permission to wear such uniforms should be obtained in each individual case, by gazetted officers from the local Govt. under which the officer has last served, and by non-gazetted officers from the I. G. P. under whom they last served. (*G. O. No. 3242-J., dated 5th October 1910.*)

GUARDS FOR IMPERIAL DEPTS. (Rules 265 to 293.)

265. Guards for Imperial Depts.—Rules have been framed by the Govt. of India, regulating the supply of police guards by the Local Government for Imperial purposes. The general principles laid down are that a Local Government is bound, in consideration of the assignment made to it for provincial purposes, to maintain such order within its jurisdiction as a civilised administration should maintain, and to render such police services free of charge to the several Depts. of the State as would have been rendered without charge before the provincial revenues were separately assigned.

It is primarily for the Local Government to judge whether in any case a police guard that may be asked for by an Imperial Dept. is necessary.

No charge is ordinarily to be made against the Imperial Government for any police service, unless substantial expenditure is actually incurred or unless demands for such services grow so as to cause a considerable increase of expenditure to the Local Government.

266. Application for permanent guards.—No requisition for the supply of a permanent guard shall be acceded to without a reference to the I. G. P. Every application for such a guard should be made to the I. G. P. together with a full explanation of the reasons alleged

in support of the application by the officer applying. The supply of a permanent guard whether to a Govt. Dept. or to a private party requires the sanction of the local Govt.

If the application is submitted through the district authorities, the S. P. should record his opinion as to the necessity for the guard.

267. Guards supplied to other Depts. and to private persons.—For rules regarding the supply of and payments for guards furnished to other Depts., or to private persons, see rules I. 8 and 62, and II. 98 to 100.

268. Guards supplied to railways under construction.—With the sanction of Govt. police may be supplied for guarding treasure, etc., with survey parties and engineers on railways under construction, but the charges on account of such guards are, in the case of a State railway, debited to the Police Dept. (*India Finance Resln. No. 3023, dated 3rd September 1883.*)

269. Guards supplied to open railways.—When guards are supplied to a railway open to traffic, at its own request, for the performance of duties which might be arranged for by the railway authorities, and are not part of the ordinary functions of the police (the protection of a treasure chest of a State railway, for instance), their cost shall be charged to the railway. (*India Finance Resln. No. 534, dated 1st February 1890.*)

270. Guards for the Public Works Dept.—(i) Under the Public Works code of regulations, officers of that Dept., when marching or in camp on public duty, are allowed a police guard without charge for the protection of public property. Such guards will not, however, be supplied, unless the officer travelling is in charge of Govt. money or valuable Govt. property, or unless the country is disturbed.

(ii) In the event of the inability of the Police Dept. to supply a guard from the sanctioned strength of the district, extra guards should be entertained with the sanction of the Local Govt., but in the case of railways under the Director of Railway Construction the sanction of the Govt. of India must be obtained.

(iii) In urgent cases, however, such extra guards may be entertained in anticipation of Govt. sanction, a report of the action taken being sent at once to the I. G. P.

(iv) The charge for travelling expenses incurred by police guards employed in escorting treasure required by disbursing officers of the Public Works Dept. inclusive of the railway fares of the guards, are to be treated as contingent expenses incurred in the remittance of treasure.

271. Dates of starting and return of guards.—When the deputation of a guard is sanctioned, the date and hour of its starting from head-quarters on such deputation, must be communicated to the I. G. P., the A. G. and to the authority to whom the guard is supplied. Similar reports should also be sent to these authorities when any change is made

in the strength of the guard or when a guard is withdrawn. The date and hour of the arrival of the guard at head-quarters is to be treated as the date of withdrawal of the guard.

272. Notice to withdraw guard.—Excepting when a guard is withdrawn on the expiration of the term fixed for its employment by Govt., the authorities to whom the guard is supplied must always give reasonable notice of the intention to discharge a guard, so that timely arrangements can be made to recall the guard and to discharge extra men enlisted in its place.

273. Accommodation, water-supply and lighting for guards.—Guards are supplied on the understanding that they are provided with proper accommodation, water-supply and lighting by the authority under whom they are employed.

274. Responsibility for inspection of guards.—The S. P. is responsible for the behaviour and inspection of all guards and should depute his subordinates to inspect them at short intervals.

275. Transfer of guards.—Should it be necessary to take or move any such guard into another district in which its services may be required, it will be treated as temporarily transferred, and the S. P. of the latter district will be responsible for its behaviour and inspection; he may warn or punish but shall not grant leave to any member of such guard without consulting the S. P. of the district to which it belongs; all warnings and punishments must, however, be communicated to the S. P. of the district concerned.

276. Guard for Commissioners and Magistrates.—(i) Commissioners, District Magistrates or Deputy Commissioners may employ one or two Consts. if the strength of the reserve permits, to guard their houses during their absence from head-quarters.

(ii) If applied for, a guard of one head-Const and six Consts. should accompany the District Magistrate or Deputy Commissioner on the occasion of his tours in the interior. Such a force is intended as a guard-of-honour to the chief executive officer of the district, as well as for court purposes and for the custody of under-trial prisoners, and special sanction is not necessary.

(iii) A similar guard is also allowed for the Commissioner when on tour, the guard being relieved on arrival at the first camp in the next district.

(iv) For escorts for prisoners convicted by Magistrates whilst in camp see rule 303 below.

277. Guards for jails on emergencies.—No guard should be supplied, except upon real emergency, without the knowledge of the Inspector General of Prisons and the approval of the D. I. G. of the range. In cases of emergency the S. P. must report the steps taken by him immediately to the D. I. G. The strength of the guard required will be up to a maximum of 4 head-Consts. and 50 Consts. for first class central jails; 4 head-Consts. and 40 Consts. for second class Central jails; 3 head-Consts. and 25 Consts. for first class district jails; 2 head-Consts. and 20 Consts. for second class district and all intermediate jails,

(ii) The strength of guards laid down above is subject to the ability of the S. P. to furnish the number required. When extra men have to be drafted in from other districts arrangements must be made by the Inspector General of Prisons with the D. I. G. of the range.

(iii) For the manner in which the sentries are posted see Jail Code.

278. Guards for jail cholera camps.—When a police force is required for the purpose of guarding prisoners in a cholera or other camp such force should be supplied by the district police immediately on demand. If the guard can be supplied from the police reserve, no charge is to be made; but if substitutes are required, Govt. sanction should be applied for. If extra men have to be employed, the charges on account of them will be debited to the Jail Dept. (*Bengal G. O. No. 2870 P., dated 15th September 1893, to the address of the Inspector General of Prisons, Bengal.*)

(ii) Ss. P. should select good men to be sent to cholera camps and should enlist in their places men who can be employed on less important work.

279. Guards for executions.—The Superintendent of a jail may, whenever the execution of a special prisoner is to take place, indent for an armed guard. Ordinarily such application should not be made without consulting the S. P. and the District Magistrate or Deputy Commissioner.

280. Special duties of jail guards.—(i) Any head-Const. or Const. deputed to guard any prisoner must at once report, should the prisoner have any friendship or relationship with him.

(ii) No officer or man may carry or possess, even for personal use any opium, liquor, *ganja*, or other stupefying or intoxicating substance when guarding a prisoner.

(iii) Police guards over a prisoner should be kept as much as possible from contact with him, and they are strictly forbidden from communicating with prisoners or from bringing or taking any article of any description for them. Police guards are not to take part in the daily routine of the jail, nor are they to assist in searching the prisoners, etc.

(iv) The Superintendent of the jail and the Jailer will give no orders to a police guard except to apprise the men of their ordinary duties. When an outbreak, disturbance or attempt to break jail occurs a police guard will take part in all jail alarm parades. (*Vide I. 74.*)

281. Magazine and armoury guards.—Magazine and armoury guards should be furnished from the A. P. R. In case the A. P. R. is otherwise engaged the guard should be supplied from the ordinary reserve. The O./C. or the senior Const. of the guard, whoever is present, shall have the keys in his possession.

282. Treasury guards.—(i) Treasury guards will be supplied by the ordinary reserve. Treasury guards will invariably be relieved at the hour at which the treasury is opened. Whenever the O./C. of the guard or the guard itself is relieved, the treasurer or some responsible officer appointed by him, must go round with both the relieved and the reliev-

ing officers. They should examine all the doors and windows with their fastenings as well as all the treasure chests or receptacles, and each should satisfy himself as to the safe condition of every thing in the treasury strong-room building. A joint verbal report that the above rule has been complied with should be made to the treasury officer directly after such examination, and to the senior police officer present on his arrival in office, if the latter is within reasonable distance of the guard. A note will also be entered in the roster book. (*Vide* rule 287.)

(ii) The treasury strong-room or receptacles for treasure contained therein must not on account be opened or shut by a treasury officer except in the presence of the sentry and the officer on duty.

As soon as the treasury is opened for the day, the doors and windows of the strong-room and their fastenings should be scrutinised, and the seals, locks, hinges, bolts, staples and chains of all receptacles of treasure in charge of the guard should be carefully examined. When the treasury is closed the treasury officer should summon the O./C. of the guard and the sentry on duty and direct them to satisfy themselves that everything is securely fastened, more particularly the treasury doors and windows. Entries to the above effect will be made on each occasion in the roster book.

(iii) Special and immediate report must be sent to the treasury officer and to the senior police officer present in the station should anything be found wrong or should any lock, bolt or other fastenings be found out of order or bearing signs of having been tampered with.

On such occasions or when any other defect or loss is noticed, no member of the guard shall leave the premises, until permitted to do so by the investigating officer.

(iv) The guard will only be responsible for such chests or safes as are kept outside the strong room which are securely embedded in the wall or flush with the ground. In no case will the guard be responsible for the contents. When such chests are opened the O./C. of the guard must be present, and he must test the lock or padlock as soon as it is again closed.

(v) Except as provided for in rule 281, no O./C. or Const. of any guard shall take charge of the key of any strong room, safe or receptacle in which treasure is kept.

(vi) When the nazir or any responsible member of the office establishment of the civil court does not reside in the close vicinity of the court house, the duplicate keys of the office should be handed over to the O./C. of the treasury guard, in a cover secured with the seal of the court. The O./C. shall only deliver up the keys in the event of an alarm of fire, between sunset and sunrise, or upon presentation of a written order from one of the presiding officers of the courts concerned. (*Vide Cir. Memo. No. 12 of 1910.*)

283. Storage of coin, its custody, opening of doors and windows, engineer's certificate.—The rules on these subjects are to be found in the Treasury Manual.

The treasury officer is responsible for the fact that the Executive Engineer's certificate of security of the buildings is renewed annually. Ss. P. should however note on this matter in their inspections.

284. Inspection of guards and escorts.—(i) The reserve officer will tell off head-Consts. and Consts. for guard and escort duties.

Before leaving the reserve the A. P. R. Insp. or Sub-Insp. or the senior drill instructor must inspect the guard or escort and will be held responsible that it is efficiently and properly equipped and shall make a note of such inspection in his roster.

(ii) Guards and escorts are not to take umbrellas, comforters, private clothes, etc., with them as these articles are not part of their uniform. Bedding will be taken only when long distances are to be travelled.

285. Orders for guards and responsibilities of O./C. of guard.—

(i) While proceeding to and from the place to be guarded or to which prisoners or treasure has to be escorted the men shall be completely accoutred and marched in good order under the command of the senior of the party.

(ii) The guard room must be within easy calling distance of the sentries. For each sentry posted there must be specific orders by the S. P. The civil officer concerned or any private party to whom guards are supplied should be consulted before these orders are drafted. The orders will clearly define the sentry's beat and his front and the position of the guard when it has to fall in.

(iii) Sentries are to remain on the alert; they must not quit their arms, lounge, sit or lie down, take off any part of their uniform, or on any account converse with any one or quit their post. Sentries should ordinarily traverse the full extent of their beats at least once every five minutes, unless local orders to the contrary are prescribed.

(iv) Should any one approach the post or building between the hours of sunset and sunrise the sentry must challenge such person and order him to halt. Should he fail to get a reply he will bring his musket to the "Ready" and load it, but at the same time shall call out loudly for the guard to turn out. Should the intruder fail to obey the order to halt and at the same time persist on approaching the sentry's post the sentry must threaten him with the bayonet. Should the intruder then attempt force, or show that he is armed, the sentry may use his bayonet or as a last resort fire. Should there be more than one intruder and should they disobey the orders of the sentry at night and attempt to rush the building he should not hesitate to open fire.

(v) When a guard is turned out at night the O./C. shall turn out accoutred and in uniform; the rest of the guard will turn out in undress but armed and with their belts on.

(vi) At night sentries must be relieved by the head-Const., but by day this may be done by the senior Const. The relieved sentry shall repeat the instructions for the post to his relief.

When relieving sentries at night the head-Const. and the two sentries shall satisfy themselves on the occasion of each relief that all fastenings are secure.

(vii) Every member of the guard should have one packet of 10 rounds buckshot in his pouch between sunrise and sunset. The sentry should always have 5 loose rounds and 1 packet of 10 rounds of buckshot in his pouch. When a guard is relieved, the ammunition should be made over to the relieving guard. All such ammunition should be called in once a year and used by the first squad put through target practice.

(viii) The head-Const. is responsible for the cleanliness of the arms of the guard. Arms belonging to guards should be kept in strong wooden racks, the muzzles of the muskets being passed through holes bored in the head rail of the rack, the heel plates embedded in deep sockets in the lower rail, and an iron rod with a round knob at one end and a ring at the other passed through the upright of the rack and the trigger guards of the muskets, and secured by a padlock, the key of which will be in possession of the head-Const. A box with a padlock should also be provided in which to keep the packets and loose rounds of the guard, the head-Const. being responsible for their distribution and collection respectively when the guard falls in at sunset and sunrise for inspection. The S. P. should see that no one can enter the guard room, except by a door in full view of the sentry.

(ix) The entire guard shall be paraded in uniform under arms at sunrise and at sunset and shall be carefully inspected by the officer in command. He shall then read out the orders in force relating to the guard, the roster of duty for the day, and shall collect or distribute the ammunition as detailed above, before discharging the guard.

(x) Head-Consts. are responsible for the observance of strict punctuality in reliefs, for the proper performance of their duties by the guard, that the men are properly dressed and accoutred as set forth above and that each knows all orders and rules regarding the duties of the guard.

286. Salutes and compliments.—The following are the orders on the subject of salutes, and of guards and sentries paying compliments.

(i) Non gazetted officers and men of the civil police will invariably salute Govt. officers, both civil and military, whom they can recognise. They will also salute subordinate police officers of their own and of other districts when in uniform.

NOTE:—The term "Govt. officer" includes all commissioned military officers and gazetted civil officers not below the rank of a Deputy Collector or an Extra Assistant Commissioner.

(ii) Guards are not to pay compliments between the sounding of "retreat" and "reveille". Guards need not turn out to unarmed parties. The prescribed compliments will be paid to armed parties passing their posts.

All sentries furnished from guards over the residence or temporary quarters of the Lieutenant-Governor or I. G. P. will present arms

to the Lieutenant-Governor or I. G. P. only. To other officers they will slope arms.

(iii) Except as provided in clause (ii) guards will turn out and present arms, sound the general salute when there is a bugle attached to the guard, and sentries will present arms as often as the Lieutenant-Governor may pass their post. The same compliment will be paid to the I. G. P. and to a General Officer of the army.

(iv) Except as provided in clause (ii) guards will turn out and present arms once during the day, and sentries will present arms on all occasions to all Secretaries to Govt., the Commissioner, Judge, D. I. G., District Officer, Political Officer, the Military Officer commanding the station, Civil Surgeon and to any S. P. For other Govt. officers, civil and military, the men not under arms will stand to attention, and sentries will slope arms.

NOTE:—Political officer includes Assistant Political officer.

(v) Guards will fall in and slope arms when an Astt. S. P. or Dy. S. P. passes their posts and sentries will slope arms.

(vi) When a subordinate officer passes him, a sentry will come to attention.

(vii) When the officer entitled to a salute passes in rear of a guard, the officer in command will cause his men to fall in and slope arms, facing their proper front. No bugle is to be sounded.

(viii) If such officer passes when one guard is in the course of relieving another both guards will salute, receiving the command from the senior officer present with them.

(ix) Guards are to get under arms and stand at the slope at all times when armed parties (including volunteers) approach their posts.

(x) When an officer entitled to the compliment of "Present arms" once during the day, passes a guard a second time on the same day the men should fall in and slope arms. The sentry will present arms.

(xi) Sentries will present arms and guards will stand at attention whenever a funeral party, civil or military, passes their posts.

(xii) When an officer of the army or of the volunteers in uniform passes a guard, the men will stand at attention without falling in. Armed sentries will stand at attention and slope arms.

(xiii) Police officers of all ranks below Astt. S. P. or Dy. S. P. will salute all officers of the army and of the volunteers in uniform.

(xiv) Officers and men on beat duty should salute all Government officers as well as all their superior officers. When lining the streets on State occasions or for a public arrival, etc., no one will salute, but each man will come to attention.

(xv) Batons when carried will be slung on the belt, except when required for immediate use; on such occasion the salute is given by coming to attention and bringing the baton to the upright with the end touching the forearm. When a *lathi* is carried, the salute will be given by bringing it to the "order arms" as with muskets.

(xvi) Officers on horseback should salute superior officers, by placing the right hand on the bridle hand and then dropping it smartly to its full extent outside the right thigh.

(xvii) Officers and men on bicycles should salute by turning their heads smartly in the direction of the officer saluted.

(xviii) Salutes by police officers and men will be returned by all officers present and not by the senior only.

N.B.—In large towns Ss. P. should make such arrangements as will give officers and men employed on town duties opportunities of becoming acquainted with the liveries of coachmen and grooms and the conveyances of all officials whom they may be directed to salute.

(ii) All police officers should bear in mind that where there is any doubt as to the rank or position of persons or officials they may meet or who may pass them, no harm can be done by saluting, whereas, neglect to do so may be mistaken for discourtesy or personal slight and may engender ill-feeling.

287. The roster.—A roster of duty in form No. 116 A of schedule XL (A) shall be kept up by every O./C. of a guard or escort as well as by the A. P. R. Insp. or Sub-Insp. who will make entries, *mutatis mutandis*. The left hand page should be written up every morning showing the names of sentries and hours of relief. On the right hand page should be noted all reliefs, entries regarding which shall be signed both by relieving and relieved officers, all inspections of guards, doors, windows, pallocks, etc., the rounds of treasury officer on opening or closing of treasuries, the visits of rounds officers, any temporary change or illness of sentries or of any member of the guard, any permission granted to any member of the guards to leave the precincts, the hour at which escorts start or halt and any temporary halt *en route*, as well as any other item of importance which may come to the notice of the O./C. It will be signed by all rounds and inspecting officers.

288. Rounds.—At sub-divisional head-quarters the Circle Insp. and in his absence the Court Sub-Insp. shall keep up the round register, *vide* rule 153 above. He is responsible that an officer is deputed daily to visit the treasury guard, and he shall himself also do the same at least twice by day and once by night in each week when at head-quarters.

289. Relief of sentries and guards.—Sentries will be relieved every 2 hours. Guards at head-quarters will be relieved once a week and at sub-divisions at least once every fortnight, where the weekly system of escorts is in force. (*Vide* rule 362.)

290. Guards for His Excellency the Viceroy and His Honour the Lieutenant-Governor.—Separate orders have been issued regarding the duties of guards when mounted over the quarters of His Excellency the Viceroy or His Honour the Lieutenant-Governor. When such guards are visited or inspected by officers on duty they will fall in and slope arms.

291. Guards of honour.—Guards of honour detailed to attend on His Excellency the Viceroy or His Honour the Lieutenant-Governor should consist of not less than 2 Sub-Insp., 8 head-Consts. and 92 Consts. under the command of an Astt. or Dy. S. P.

The guard will be drawn up in open order, and when the official has arrived within 20 paces or alights from the train or steamer will present arms. When the number of police available will not admit of the guard of honour being of the strength laid down in this rule, the S. P. should communicate with the D. I. G. for assistance.

292. Public arrivals.—Before public arrivals of His Excellency the Viceroy or His Honour the Lieutenant-Governor, it is the duty of the S. P. to visit the railway station or landing stage, and he shall, in consultation with the District Magistrate or Deputy Commissioner, lay down what barriers (posts and $\frac{1}{2}$ inch ropes covered with red *sa/oo*), should, if necessary, be erected for gentlemen attending the arrival. Such barriers should be so arranged as to enable every one entitled to such an honour to be introduced, if possible, to His Excellency or His Honour without discomfort. Barriers can generally be procured on requisition from the railway or steamer companies. Should ticket for arrivals or public functions be issued, responsible officers must be appointed to scrutinise them. Gentlemen invited should be requested not to bring their personal body servants, etc., on to the platform or landing stage.

No spectator should be allowed to leave the platform till the State carriages have moved off.

The routes for carriages approaching, waiting or driving away should be clearly laid down under section 31-A of the Police Act and published or circulated, and Sub-Insp. and head-Consts. told off for these functions should be practised in performing them.

When streets are lined by the police for public functions or State occasions all officers and men should be warned that their duty is to watch the crowd, traffic and houses and not the carriages. When the procession of carriages, etc., is a very long one the S. P. should consider the advisability of posting every second Const. on either side of the road with his face towards the spectators on the footpaths.

293. Mounted escort.—On State occasions or at public arrivals should carriages be used by His Excellency or His Honour, one, or if possible two mounted police officers should ride 50 yards ahead of the carriage or 30 yards ahead of the mounted escort.

- (i) The S. P. or police officer in charge will ride with his horse's head dressing on the door of the right side of the carriage and the Astt. Ss. P. in a similar position on the left, with their swords at the carry.
- (ii) When only one officer is available for this purpose, he should ride on that side of the carriage on which the official to be escorted is seated.
- (iii) Should there be a military or mounted volunteer escort the officer in command and the second in command will ride as directed in (i), and the S. P. and his Astt. will ride outside and slightly in the rear of these officers on either side, but on these latter occasions they should not draw swords

- (iv) It shall be the duty of the senior police officer accompanying the carriage to arrange beforehand with the officer commanding the escort that, on the event of any attack being made on the carriage, one officer and at least one mounted man of the escort should be told off to gallop after and secure the offender in company with the police officer. The remainder of the escort and the other police officers will close round the carriage.
- (v) In cases in which there are two police officers only and no escort the senior will arrange beforehand which officer will stay with the carriage and which will attempt to arrest the offender.
- (vi) Where there is only one officer he must use his own discretion according to the circumstances of the case remembering that a mounted man can always make his way through a crowd while a man on foot cannot always do so.

GENERAL RULES FOR ESCORTS. (Rules 294 to 320.)

294. Officers competent to indent for escorts.—Only the officers named below are competent to indent for an escort or guard. 1. Commissioners, 2. District Judges, 3. The District officers, 4. Sub-divisional officers, 5. Munsifs not stationed at *sadr* or sub-divisional headquarters, 6. Executive Engineers, 7. Superintendents of Jails, 8. Treasury Officers, 9. Asst. Superintendents of telegraphs and 10. Postal Superintendents in Assam wherever travelling is difficult or dangerous, and under special circumstances only.

295. Requisitions for escorts.—Requisitions should be made in form No. 117 of schedule XL (A), books of which can be obtained from Ss. P. A separate indent is necessary for each escort required. Jail Superintendents must state clearly on the form, when any dangerous prisoner or any prisoners requiring special arrangements are to be escorted.

296. Escort requisitions when to be made.—Ordinarily for escorts within the district one clear day's notice (excluding Sundays) must be given, for escorts proceeding beyond the district 3 clear days' notice; for escorts proceeding beyond the province 4 clear days' notice; and for escorts proceeding to the Hazaribagh reformatory at least 10 clear days' notice. This notice is required to enable Ss. P. to make arrangements for supplying the guard and to warn Ss. P. of relieving districts to arrange for reliefs. When, however, in especially urgent cases escorts are required at unduly short notice, Ss. P. should do their best to comply with the requisitions.

297. Procedure when escort cannot be supplied by S.P.—In case a S. P. is unable to comply with any requisition he should report the facts to the D. I. G. of his range by telegram applying for his assistance in the matter.

298. Procedure on receipt of an escort requisition.—On receipt of an escort requisition it should at once be forwarded to the reserve

officer who, after entering on it the annual serial number and filling on it the number of officers and Consts. as laid down by rule 303 below, will forward it with the officer commanding the escort to the Actt. for payment of actual expenses as detailed in II. 290.

299. Rules regarding the issue of Railway warrants on requisition notes from police officers.—(i) Railway warrants will be issued for the conveyance by rail (a) of head-Consts. and Consts., other than those of the Railway police, when travelling on duty in circumstances in which travelling allowance is admissible, (b) of prisoners and accused persons when in police custody, (including custody of railway police), as distinguished from those in judicial custody who are merely escorted by the police. Separate warrants must be given (a) for head-Consts. and Consts., (b) for prisoners. The warrant for a prisoner or prisoners must be separated from that of head-Consts. and Consts. even though the prisoners and police are travelling together, since the expenses of the former are charged to 'Law and Justice' and those of the latter to 'Police'.

(ii) Railway warrants will always be for the shortest and cheapest route in accordance with the C. S. R. and will be for 3rd class accommodation only. They will not be issued for a distance of less than ten miles. Warrants will be issued by (a) an O./C. of a P. S. (as defined in Sec. 4 (b), Cr. P. C.), from which the police officer or prisoner is travelling, (b) by the reserve Sub-Insp., and (c) by any Insp. or officer of higher rank belonging to the district in which the journey for which the warrant is required is to be commenced.

(iii) Warrants must be issued from the station at which the journey is commenced, and when a return journey is to be performed, a separate warrant must, at the same time, be issued for the return journey.

(iv) Warrants must not be issued from intermediate stations, nor may officers of districts other than that in which the journey was commenced issue warrants except in the following circumstances.

- (a) if a return warrant has been mislaid or lost; or
- (b) when a warrant has been issued to cover the return journey of a party of two or more persons, and if any one of the party owing to illness or other cause is unable to travel on the return journey with the party; or
- (c) when an escort party before returning to its own district is deputed by a competent authority under rule 302, to escort prisoners or treasure to some other district on the line of route.

In all such cases the officer issuing the fresh warrant must satisfy himself that the police party or prisoner is entitled to travel at Govt. expense and in cases falling under (b) the original return journey warrant must be cancelled and a fresh warrant issued for the men who are actually to travel. Whenever a warrant is cancelled the word "cancelled" must be written across the form in large letters and the warrant returned to the issuing officer to be pasted to the counterfoil which must also be so cancelled. In case (c) the officer issuing the

fresh warrant will issue two or more warrants to cover the whole return journey according as the escort party is required to break its journey once or more often. Whenever a fresh warrant is issued, the officer issuing it will at once send intimation of the fact to the S. P. of the district from which the men started.

(v) The entries in the original warrant must be in ink, the duplicate and triplicate copies being made by means of carbon paper. The original warrant will be given to the Const. or the O./C. of the party for presentation at the railway station, the duplicate copy will be forwarded to the S. P. of the district of issue, and the triplicate will be kept for record in the office of issue. In the case of warrants for the conveyance of prisoners the S. P. after examining the warrant will sign it if it is correct and send it on to magistrate.

(vi) The entries must be clearly written. Any alteration made must be attested by the initial of the officer who issues the warrant and no erasures may be made. If any form is rendered illegible owing to too many corrections or otherwise, it must be cancelled and a fresh form issued.

(vii) The purpose of the journey must be mentioned in the warrant and whether the journey is to be made by mail or by ordinary train. It must also be clearly stated whether the person covered by the warrant is (a) a head-Const. or Const., or (b) a prisoner.

(viii) On receipt of a supply of railway warrants the S. P. will ascertain by counting the actual number of warrants in the book and enter the number over his signature on the inside of the first page of the cover. He will at the same time have each form of warrant including duplicates and triplicates stamped in his presence with his office seal. All unused forms must be kept under lock and key in the custody of the Hd. clerk and a register of receipts and issues maintained by him.

He will distribute the warrant forms to the various officers requiring them as needed. The books actually in use must be kept under lock and key. Police officers entitled to issue warrants are responsible for their safe custody and proper use.

(ix) The following procedure will be adopted for the adjustment of accounts. The railway authorities at the close of each month will send to the A. G. their bills for the amounts due, supported by the original warrants. The A. G. will at once, without entering into any correspondence as to discrepancies, etc., credit the amount claimed through the exchange account if the railway is one with which there is an exchange account, if not, the amount due will be sent by R. T. R.

(x) In either case the A. G. will, in the case of prisoners' warrants inform the District Magistrate, and in the case of warrants for head-Consts. and Consts., he will inform the S. P. of the District concerned of the payment, stating the serial number of each warrant and the amount due in each case. The Magistrate or the S. P. will check the amount and either accept it or, if there be any discrepancy, report it to the A. G. with all necessary particulars for adjustment by him through the exchange account or otherwise.

The Magistrate or S. P. on receipt of the intimation will debit the amount in his contingent register under the proper sub-head.

(xi) Inspecting officers must see that these instructions are strictly carried out.

300. Arrangement of conveyance of escorts.—All arrangements regarding conveyances, lights, coolies and other requirements for conveying prisoners or treasure will be made by the Dept. which demands the escort.

301. Reserve officer to instruct O./C. of escorts:—(i) Before the escort falls in for inspection, *vide rule 284*—the officer who will command it must appear before the reserve officer to receive necessary instructions and to take over such handcuffs and leg shackles and lanterns as may be required.

(ii) The reserve officer shall give a command certificate in form No. 99 of schedule XL(A) to the officer after entering on it the annual serial number of the escort, the names of all the men composing the escort; the name of the relieving station, if any, the number of the railway warrant if any or the amount if any advanced by the Actt. for travelling expenses; and any particulars furnished by the jail or asylum authorities as to the dangerous character, etc., of prisoners or lunatics. The reserve officer will be responsible for explaining all details entered in the command certificate to the O./C. and will direct him to report himself with his party, to the indenting officer half an hour before the time fixed, and also to the chief police officer of the place of destination after making over charge of the prisoners or treasure. The O./C. should take notes of these instructions in his roster.

(iii) The reserve officer in token of full compliance with these orders will fill up the Memo. at the foot of the escort requisition form and return it to the office of the S. P. where it will be filed.

302. Return journey of escorts.—Officers proceeding in charge of escorts of any kind are directed to enquire at the jail and treasury of the district to which they may be deputed, whether any prisoners or treasure are awaiting transfer to their own district or to any district on their homeward line of route, and will take charge of any that may be made over to them for escort. The O./C. of the escort should report himself to the local S. P., who will make any arrangements that may be necessary for the return journey. Ss. P. should see that these instructions are carried out when any guard from another district reports itself, as a saving in expenditure will result. Escorts arriving at Calcutta should enquire both at the Alipore and the Presidency Jails. (*Bengal Police Cir. Memo. No. 4 of 1896.*)

Return escorts when halting at head-quarters or sub-divisions, prior to escorting prisoners or treasure back to their own districts, will remain together in the police lines or P.S. compound as most convenient. They are not to lodge in the *bazar* or elsewhere.

303. Strength of escorts—The scale prescribed for escorts for prisoners and treasure by road, country boats, rail and steamer are given below :—

(i) *Prisoners by road and country boat.*

1 to 3 Prisoners	2 Consts.
4 to 10 "	1 head-Const. 4 "
11 to 15 "	1 " 5 "
16 to 25 "	1 " 8 "
26 to 50 "	2 " 12 "
51 to 75 "	2 " 20 "
76 to 100 "	3 " 30 "

(ii) *Prisoners by rail and steamer.*

1 Prisoner	2 Consts.
2 to 5 Prisoners	1 head-Const. 2 "
6 to 10 "	1 " 4 "
11 Prisoners and upwards	In the proportion of 4 Consts. to every 6 prisoners and one head-Const. to every 8 Consts.

(iii) *Under-trial prisoners to and from the courts.*

1 Prisoner	2 Consts.
2 to 6 Prisoners	4 "
7 to 10 "	1 head-Const. 4 "
11 Prisoners and upwards	Same scale as for escort of prisoners by road.

(iv) *Prisoners to the courts of magistrates in camp.*

1 Prisoner	2 Consts.
2 to 10 Prisoners	1 head-Const. 4 "
11 to 15 "	1 " 6 "
16 to 25 "	1 " 8 "
25 Prisoners and upwards	Guards to be in the above proportion.

(v) Female prisoners when escorted singly should be accompanied by two Consts., one of whom should be selected for his age and respectability of character.

(vi) *Treasure and stamps by road or country boat.*

For sums not exceeding Rs. 30	A single Const. of known integrity and trustworthiness. If such a man be not available two Consts. should be sent.
For any sum above Rs. 30 and not exceeding Rs. 250.	2 Consts.
For Rs. 250 and up to Rs 500	3 Consts. One of these should act as head-Const.
For any amount above Rs. 500 and not exceeding Rs. 1,000	4 Consts. One of these should act as head-Const.
For any sum above Rs. 1,000 and not exceeding Rs. 10,000.	One head-Const. and four Consts.
For upwards of Rs. 10,000 and not more than one lakh.	One head-Const. and eight Consts.
For one to two lakhs	2 head-Consts. and 12 to 16 Consts.
Above two lakhs	1 Sub-Insp., 2 head-Consts. and 16 to 20 Consts. and so on, for each lakh above two lakhs, four Consts. in addition and officers in proportion.

N. B.—When the sum of money transmitted under the escort of the police does not exceed Rs. 500 it should be carried by the police themselves without the employment of cooly labour.

The strength of escorts as prescribed is not exhaustive. Discretion is left with Ss. P. to increase the scale as occasion may necessitate.

304. Strength of escorts for private remittances.—The following is the scale of escorts for treasure when police guards are allowed for private remittances :—

For sums not exceeding Rs. 1,000	2	Consts.
„ exceeding Rs. 1,000 but not exceeding Rs. 5,000	3	„
„ exceeding Rs. 5,000 and not exceeding Rs. 10,000	4	„
„ exceeding Rs. 10,000 and not exceeding Rs. 50,000	4	„
1 head-Const.	4	„
For sums exceeding Rs. 50,000 and not exceeding Rs. 1,00,000	1 head-Const.	8
For sums exceeding Rs. 1,00,000 and not exceeding Rs. 2,00,000	2 head-Consts.	8 to 12
For sums exceeding Rs. 2,00,000	2	12 to 16

(*Vide Assam Administration letter No. 678 Police—1013, dated 11th March 1903.*)

305. Arms and ammunition of escorts.—(i) Except in the case of under-trial prisoners, the guard shall be armed when the number of prisoners exceeds three. Similarly, the guard shall carry arms when a remittance amounts to Rs. 5,000 or more. The S. P. may, however, by a written order, relax the first part of these rules in the case of guards over prisoners numbering 10 or less.

(ii) One packet and 5 loose rounds of buckshot ammunition shall be issued to each head-Const. and Const. of an armed escort. Guards over prisoners or treasure carried in boats or steamers should have 5 rounds of buckshot and 1 packet of ball ammunition each.

(iii) The O./C. of the escort shall, in the presence of the prisoners or carters, examine the loose ammunition which should be carried in the expense pouch.

306. Unarmed Const. to accompany escort.—With a view to following and recapturing prisoners who escape, one or more unarmed Consts. may be deputed, at the discretion of the S. P., to accompany escorts.

307. Lanterns for escort parties.—When one or more nights may be expected to intervene before the escort arrives at its destination, one hurricane lantern for every ten men shall be given to the O./C. of the escort. Oil, or funds to procure it, will be made over to the O./C. of the escort by the police Dept. for use during the journey. These lanterns must be taken great care of and returned when the duty is completed. In every place, hut or tent, where prisoners are confined or treasure guarded during halts, and at every place of detention on railways owing to change of trains or steamers, etc., at night, a hurricane lantern will be suspended so that the treasure or prisoners may be in the full light.

308. Routes to be taken by escorts.—As a rule railways and the steam navigation lines should be utilised as much as possible, and the shortest road from one place to another should be taken.

It is to be distinctly understood that an escort of prisoners is not to take charge of treasure nor of processes to be served *en route*.

309. Relief of escorts.—The following are the rules regarding relief of escorts :—

(i) Escorts proceeding by land or country boats should ordinarily be relieved at the several district head-quarters directly *en route*; an escort from the Naga hills will, however, be relieved at Gauhati by the Kamrup police.

(ii) When treasure has actually started a telegram should be at once sent to the S. P. who has to relieve the escort.

(iii) Except as noted in paragraph (vi) below escorts from a station on the line of railway will not ordinarily be relieved till their arrival at the railway station nearest the destination of the prisoner, treasure or articles under escort. Breaks in the line of rail by river as at Chandpur or the like, are not to be considered as interruption to a journey requiring relief of escort.

(iv) When the journey is to be made entirely by steamer the escort will not be relieved *en route* as long as it is within the province. An escort will not be relieved *en route* when the journey has to be made partly by rail and partly by steamer.

(v) Escorts travelling by rail or steamer or both will be relieved at the station where the rail or steamer journey terminates only if the journey to destination has to be continued by road or country boat for a distance exceeding five miles but not in other cases.

(vi) Escorts proceeding from Eastern Bengal and Assam to Bengal will be relieved on arrival at the first district head-quarters on the line of route after entering Bengal. Escorts coming from Bengal to this province will be relieved as follows :—

(a) if travelling *viâ* Calcutta or Naihati or from districts of Bengal on the E. B. S. Railway to Assam Valley districts including the Garo Hills, they will be relieved at Golakganj railway station by the Goalpara Police; if travelling to Sylhet, Cachar, the Naga hills, Lushai hills and districts of the Assam Valley they will be relieved at Comilla;

(b) if travelling *viâ* Katihar to any district of the province, at Dinajpur.

(vii) Escorts from this province travelling *viâ* Katihar to Purnea, Monghyr, Bhagalpur, Darbhanga, Birbhum and the Santal Parganas in Bengal will not be relieved.

(viii) Escorts proceeding from this province to other provinces will be relieved, if travelling *viâ* Katihar, at Muzaffarpur, Chapra or Bankipur as the case may be; and if travelling *viâ* Poradaha at Hooghly, Calcutta or Jessore as the case may be.

310. Notice for relief of escorts.—Ss. P. despatching an escort should send early instructions of the required relief, giving the probable date and hour of arrival to the S. P. of the district where the party is to be relieved or supplemented. If necessary, the intimation should be sent by telegram, and it should arrive sufficiently early to enable the

S. P. of the relieving district to arrange for the necessary relief. In cases of escorts proceeding to Hazaribagh, Ss.P. should give notice to the relieving districts in Bengal at least one week before the arrival of the escort. In case of escorts proceeding to any district of Bengal 48 hours' notice, and in case of escorts proceeding to other provinces three clear days' notice should be given by the S. P. of the despatching district to the S. P. of the relieving district.

311. Payment of fares.—The Superintendent of the jail from which the prisoners are despatched shall pay the fares or grant a pass for the prisoners and jail servants for the entire journey both by rail or by steamer.

The same principle holds good in the case of treasure, treasury servants, lunatics and opium, etc.

312. Capitation fees.—When Police Officers in the Eastern Bengal districts travel by river steamer on escort or other public duty, a capitation fee at the rate of eight annas per head must be paid to the medical officer attached to such vessel for his professional attendance. Detailed rules for capitation fees in the Assam districts are laid down in II. 319.

313. Accounts of advances.—The O./C. of an escort will keep an account of all expenditure on account of the convicts, etc., escorted, and whenever that expenditure is made at any P. S. or O. P. or other Govt. establishment, the O./C. of such station, etc., shall attest such expenditure on the above account.

The O./C. of an escort shall, on reaching his destination, render a detailed account of the funds entrusted to him to the Superintendent of the receiving jail or to the treasury officer.

314. Custody of prisoners or treasure in stations *en route*.—At a P. S. the officer in command of the escort will be jointly responsible with the O./C. of the P. S. for the safe custody of the prisoners or treasure, etc.

315. Halts of escorts.—Whenever a police party escorting treasure or prisoners has to halt at a railway station the O./C. of the escort is to ask for assistance of the Government railway police in getting a secure place in which to keep the treasure or prisoners. One of the rooms used by the Government railway police as a station-house should ordinarily be given up for the night. The practice of obstructing the platform with the boxes or prisoners is prohibited.

316. Night travelling of escorts by road prohibited.—The O./C. shall so time his departure as to arrive at a P. S. before sunset. No part of the journey should be performed in the dusk or at night except under special instructions.

317. Procedure at stations on the line of route of escorts.—The O./C. shall report the arrival of his party at each P. S. *en route*. He may if necessary, requisition a Const. to show him the road or to relieve any, man of his guard who from sickness or other cause is unable to continue the journey.

318. Discipline of escorts.—The prisoners shall be kept together in one compact body. When the breadth of the road permits it the Consts. of the escort shall be placed at a distance of five paces from the prisoners on each flank and in the rear. When the roads are narrow or the traffic is heavy the distance between the Consts. and the prisoners must be reduced, but the above limit should be as nearly as possible retained. The O./C. shall place himself in rear of the prisoners. When the Consts. with him exceed six in number, half of them should act as an advance guard.

On no account should any communication by unauthorised persons with prisoners or drivers of bullock carts or animals carrying treasure be permitted.

319. Attacks on escort parties.—The rules regarding attacks on guards will apply to attacks on escorts.

320. Illness of escorts, etc.—(i) The O./C. of an escort travelling by railway will at once report to the station master and ask him to wire to the nearest hospital if any member of the escort or any prisoner in custody of the escort be attacked by illness, such as cholera, necessitating immediate medical help. The cost of the telegram will be borne by the police Dept. The railway police on duty at the station should also be informed of the illness as early as possible and shall render all the assistance possible. (*Cir. No. II of 1909.*)

(ii) In case of journeys by boat or road, if a convict or a coolie of treasure escort becomes so seriously ill as to be unfit for travelling, he should be left at the next P. S. or O. P. A convict will be taken to the nearest jail or lock-up and a coolie to the nearest hospital. The fact should be noted in the roster and report of the circumstances made to the S. P., the requisitioning officer and to the officer to whom the escort has to deliver up its charge. In case of sickness another coolie should be engaged with the help of the local police.

(iii) In case of sickness in steamer journeys recourse should be had to the medical assistance available on board the steamer, and the O./C. of the escort will be guided by the advice of the medical officer.

(iv) If a convict coupled to another fall sick, he should be detached from his companion, the latter being coupled to any odd convict there may be in the party, or handcuffs may be put on him alone. Should cholera appear on the march either among the convicts or the carriers of treasure, or the guard, the party will halt immediately, and the O./C. will apply for orders and assistance at the nearest P. S.

TREASURE ESCORTS. (Rules 321 to 339.)

The following precautions have been ordered by Government to be adopted in packing and despatching treasure and are printed here for the information of police officers who are intimately concerned in their exact execution.

321. Packing of treasure.—Treasure for remittance will be packed in stout bags, tied and sealed after a slip of paper has been placed in

each, naming the treasury at which it was packed, the tale and description of the contents and the name of the person who counted the contents. The treasury officer must satisfy himself generally of the contents of the bag.

For journeys by road the bags may be packed in treasure tumbrils or in large chests placed in carts at the door of the treasury, in the presence of the treasury officer. For journeys by rail or boat or (if convenient) by road, they should be packed in stout boxes capable of containing Rs. 4,000 to Rs. 6,000 each, screwed and bound with iron, without gunny covering or ropes, as the hoops should be rivetted together where they cross: every box should have the name of the treasury of despatch cut into or painted on it and a number.

322. Custody of keys of treasure chest, etc.—If any chest, tumbril or wagon be secured by double locks, the key of one should be held by the *poddar* and the other by the escort officer: if there be only one lock, the key should be held by the *poddar*, but the escort officer is responsible for not allowing the chest or wagon to be opened before arrival at destination save in case of a breakdown when the treasure must be removed to another in his presence.

323. Responsibility of treasure escort officers.—The O./C. of the escort is responsible only for the preservation and safe delivery of the boxes or cases made over to him with unbroken seals, untampered with, and in the condition in which they were committed to him. He may, and should, refuse to take charge of any box or package which is not substantially and safely packed or which bears any appearance of having been tampered with.

324. Invoices of treasure.—Invoices will be prepared in triplicate and will give the marks on every tumbril or chest, the number and contents of each, the marks and gross weight and the contents of every box. The escort officer will count the bags as they are being stowed in the tumbril or chest, or will see the boxes weighed, and will sign the receipt at foot of each copy of the invoice as responsible for.....“bags packed in tumbrils or boxes with marks and weights, as detailed above said to contain.....coin to the value of Rs.....”, the blanks will be filled up in words and if the escort officer is ignorant of English he should be required to write the number of bags or boxes which he has received in the vernacular on the copy to be retained by the treasury officer; another copy should be despatched by post on the same day to the remittee and the third made over to the escort officer.

Each invoice should also be signed by the police officer to whose care the parcel is entrusted when notes are sent under charge of a guard; but the police officer has not to count the notes as his signature is only a receipt for a packet said to contain certain notes. One should be sent by post to the treasury officer to whom the notes are consigned and the other should accompany the parcel. When a large supply of any denomination is being sent they should be stitched at one edge into books of 100.

325. Remittance of specie by road and in the hill districts.—The following rules regarding the escort of specie by road and in the hill districts will be observed.

(i) Whenever and wherever possible treasure shall be carried in country carts or tumbrils. Where this is impossible, ponies, bullock or mules will be employed, one spare animal being taken in case of accidents. When such animals are not available boxes will be carried by coolies, each box to contain 50lbs of specie. The coolies should not be roped together but the other rules regarding the escort of prisoners by road must be enforced. Special care must be taken that no straggling of animals or coolies is allowed and that by night all boxes are safely secured in the P. S. *Malkhana* or lock-up or a secure house. Two sentries with two lights will be placed on duty, one on either side of the house. Half of the escort shall be told off to march on either flank of the carts, animals or coolies. Half of the remainder shall act as an advance guard and the remainder will march under the O./C. in the rear of the treasure.

(ii) At each encamping ground the carts must be packed in a compact square, yokes outward, leaving a narrow path between each line of carts, and the bullocks shall be fastened to the front of each cart.

(iii) The O./C. will march with the escort and he and the senior Const. will see the sentries posted as laid down in rule 285.

326. Escort of treasure by boats.—(i) When boats are used for escorting treasure or prisoners they should be provided by the requisitioning authority.

(ii) Boats must on no account be more than 20 yards apart when travelling, and when anchored must be tied together bow and stern.

(iii) At least 4 Consts. should travel in each boat, two in front and two behind the roofed-in portion.

(iv) The O./C. of a party escorting treasure by water should be particularly careful to see that the ropes and buoys attached by the treasury officials to each box are coiled on top of each box and not wrapped round or mixed or in any way knotted or entangled with anything or each other.

(v) Should any boat or a steamer sink, the escort must remain on the spot, till relieved or till the treasure is recovered.

327. Escort of treasure by steamer.—When treasure is conveyed by steamer a guard of one head-Const and six armed Consts. should be detailed with any amount not exceeding one lakh, the men furnishing one sentry by day and two by night. The guard should be increased in proportion up to a maximum of 12 Consts.

When, however, copper coin is transmitted by steamer, no escort is required otherwise than on the journey between the steamer and the treasuries concerned. The escort shall deliver the copper coin to the Captain of the steamer taking his receipt, which shall at once be produced before the S. P. The latter will at once telegraph to the

S. P. of the district of destination, informing him of the hour of departure and the probable time of arrival to enable him to send an escort to take charge of the treasure after giving a receipt for it to the Captain.

328. Strength of escort when treasure is conveyed at risk of railway or steamer company.—In any case *where the railway company or the steamer company accepts responsibility for the safe delivery of treasure* not exceeding $\frac{1}{2}$ a lakh the guard shall consist of one head-Const. and two armed Consts., but when it exceeds half a lakh but is less than one lakh the guard shall consist of one head Const and 4 armed Consts., a full escort between the steamer stations and treasuries being provided.

When remittances are sent by steamer the weight of each box must be taken and noted at the time of its receipt on board the steamer. This should be done in the presence of the agent (if there be one) who is to accompany the treasure on behalf of the treasurer.

329. Escort of treasure by rail.—When treasure is escorted by rail one head-Const. and two Consts. are ordinarily deemed sufficient, but during transit between the railway van and the treasuries concerned the guards must be of the full strength prescribed in rule 303 above. The O./C. of the escort party accompanying a remittance will wire to the receiving officer the number of the train (passenger or goods) conveying the remittance, the hour of its departure and arrival and will also wire again *en route* if any change in the timing of the train has been made or anything has occurred to delay its arrival.

330. Instructions to officers of police escorting treasure by rail—The following instructions govern the escort of treasure by rail. The instruction should be printed in English and the vernacular, and a copy containing both the English and the Vernacular version must be handed by the treasury officer at the despatching station to the O./C. of any escort who will travel in charge of treasure, the copy being transferred by him to the O./C. of the relieving guard, if the escort is relieved at any point of the journey. Officers Commanding escorts are responsible for strict and undeviating adherence to the instructions. (*Government of India Resln. No. 144, dated the 12th January 1883.*)

(i) The police officer taking charge of a treasure escort travelling by rail will not see the treasure packed at the treasury, but he will see the boxes weighed and satisfy himself that each box is properly secured before it is transferred to the van, and that it is properly placed therein.

(ii) The escort should be accommodated in a brake van attached to the treasure van, or in the end compartment of the carriage next adjoining the treasure van, and the doors of the escort's carriage should never be locked

(iii) An officer relieving such an escort will see that the numbers of the wagons agree with those given in the blank receipt tendered

for his signature ; that the locks are secure, and that the locked doors of the van cannot be opened.

(iv) The O./C. of a treasure escort will be provided with a lantern which will burn all night, and should cause a sentry to alight at every alternate stopping-place, and ascertain that the locks have not been tampered with. During any stoppage of 5 or more minutes 2 sentries must remain on duty on either side of the treasure wagon : if there be several such wagons it will suffice to tell off four men who will stand two on either side of the wagons.

(v) In case of a break down separating a convoy of prisoners or of treasure, or of a wagon being detached on account of accident or heated axles, the O./C. should separate his party, attaching himself to the disabled portion if any, and should be careful that the keys are rightly divided. In such cases he should telegraph the facts to the relieving escort, to the railway police and if necessary to the nearest S. P. *en route* for assistance.

(vi) On delivering the boxes at the treasury to which they are addressed the O./C. will obtain a receipt in form No. 233 of schedule III for "....., bags said to contain.....coin to the value of Rs. or for.....boxes with marks and weights detailed in the invoice said to contain coin to the value of Rs.". If any box be short in weight or shows signs of having been tampered with it should be opened in the presence of the escort officer ; otherwise he should be allowed to return at once.

(vii) The form of receipt to be used by a relieving escort will be in form No. 234 of schedule III and will run thus :

"Received charge from.....Police officer of district of Ry. Wagon No..... said to contain.....boxes aggregating Rs.(and so on). The wagons were duly locked and one key for each made over ; receipts to be given by other relieving escort are also acknowledged." The relieving escort must invariably see that the numbers on the wagons agree with those given in the receipt, that the locks are secure and that the locked doors of the van cannot be opened. The number and contents of each wagon should be detailed in case of a break down. The receipt should be in English if the police officer is acquainted with that language ; otherwise in the officer's vernacular.

(viii) In all cases in which there may be reasons to suspect that remittance has been tampered with, either from external appearances, or from a discrepancy between the description and weight of the boxes and the particulars given in the invoice, it should be opened and examined forthwith in the presence of the treasury officer, and, if possible, of the O./C. of the escort, and strict enquiry should be instituted in the event of any deficiency being discovered, and the result reported immediately by the treasury officer to the remitting officer, to the local District Magistrate, S.P. and to the A. G. direct.

(ix) Whenever any breach of these rules occurs, the O./C. of the escort must insist on the treasure van being detached from the train

and should immediately telegraph the fact to the remitting officer, to his own departmental superior and to the Traffic Manager of the railway.

331. Treasure not to be taken into passengers' compartment.—On no account is any Govt. remittance to be carried in a passenger's carriage. It should always be booked and placed in charge of the railway authorities.

332. Requisition for carriage of specie.—A requisition should be made on the railway authorities in the following form by the treasury authorities :—

Requisition for carriage of specie.

" To the station master

Conveyance by railway to.....is required for treasure to the value oflakhs of rupees loaded for..... and contained in wagons.....". The station master will be requested to give the escort a paper notifying that it is in charge of treasure loaded in so many wagons setting forth the number of each wagon.

333. Doors of railway van containing treasure to be locked.—When Govt. treasure is loaded for despatch by rail the doors on the left or outside of the van should be safely secured from the inside and all doors that can be opened from the outside should be secured by good padlocks supplied by the treasury officer. The O./C. of the escort will have to obtain a receipt for these padlocks from any guard which may relieve him or from the treasury officer of destination.

334. Remittance of currency notes by rail.—When currency notes are sent by rail, the strength of the police guard will be determined by the police authorities but a minimum of not less than two police officers will be detailed for the duty. The parcels shall be carefully packed in sealed parcels or boxes. The guard should have the box containing the notes in the same carriage with it and should sit in the end compartment of the carriage with the box under the seat against the outer or end planking. If the box be too large to go under the seat sufficient accommodation should be reserved on the terms usually charged by the railway companies.

The police officer in charge must sign the original invoice sent to the treasury officer to whom the notes are consigned as well as the copy kept for record. The police officer has not to count the notes and his signature is only a receipt for a packet said to contain certain notes.

335. Escort of remittance by munsifs and others.—(i) District remittances, i.e., remittances from one place to another in the same district, are ordinarily to be made twice in each month only, on such dates as may be determined by mutual arrangements.

(ii) Where munsifs' courts exist the dates in each month on which the money will be made over to the police for transmission to the treasury will be fixed by the Judge.

(iii) On the day appointed, a police officer with a guard will proceed to the munsif's *cutchery* as directed in the above instructions. The money will then be counted in the presence of the O./C. of the guard and placed in a bag, which will then and there be sealed and made over to the guard who will forthwith proceed with it to the treasury or sub-divisional treasury. The O./C. will be furnished with a Memo. of the amount. The police officer will cause the bag and seal to be inspected in his presence by the treasury officer to whom it is addressed and while held responsible for the total amount in the bag he will not, provided the bag and seal show no signs of having been tampered with, be called on to replace any light or spurious coin that it may contain.

(iv) The above rule applies only to small remittances made by munsifs in bags; larger remittances will be sent more securely packed. If a remittance be in copper coin and exceeds six seers and one quarter in weight, or of coin over Rs. 500 in value, coolie labour should be employed and paid for by the munsif. Should any necessity arise for a second remittance during the month the same course will be pursued.

336. Remittance of postal money by police escort.—Rules for giving notice to postmasters of escorts passing between stations and headquarters will be found in rule V. 62.

In special cases when large sums have unexpectedly to be sent to any office, the head of the local post office may ask the S. P. for a special escort, and when this can be given without interfering with other work it should be supplied without payment. It must, however, be distinctly understood that this rule confers no right to indent for escorts.

337. Arrival of treasure on holidays.—Treasury Officers may not refuse to receive remittances on the ground that the day is an authorized holiday. They should, however, remember not to despatch a remittance on a date which will probably cause its arrival on a day on which the treasury is ordinarily closed, such as Sundays or gazetted treasury holidays.

338. Arrival of treasure at night.—When a treasure sent by rail arrives at the destination at night it should not, if it is in a special wagon, be unloaded till morning. But when the treasure is in a brake-van or on a steamer and unloading at night is unavoidable the escort sent to the station should be rather larger than the minimum scale laid down for the escort of treasure by road. The part of the station or land where the treasure is being moved should be carefully lighted.

339. Treasure bags and chests, etc., how to be returned.—When any treasury official is sent in charge of a remittance he will remain present whilst the treasure is being examined and will take back all bags and padlocks. If the escort is returning to the station of original despatch the tumbrils, chests, etc., should be sent back under its charge, coolies, cart hire and freight being paid by the treasury.

PRISONERS' ESCORTS. (Rules 340 to 361.)

340. Escorts of under-trial prisoners to and from the courts.—Prisoners shall be escorted to the courts and back to the jails by the shortest route but, as far as possible, *bazars* and crowded thoroughfares should be avoided.

All prisoners shall be escorted back to the jail from the courts one hour before sunset, without waiting for those prisoners whose cases have not been disposed of. The court officer shall apply to the reserve officer for an additional guard for prisoners who have been detained in court.

As regards the handcuffing of under-trial prisoners whilst being escorted to and from the courts see rule IV. 68.

341. Leg shackles.—The O./C. of the escort should be supplied by the reserve officer with two pairs of removeable leg shackles, if such are available, to be temporarily substituted for handcuffs when convicts are easing themselves on the journey.

342. Instructions to O./C. of escort of prisoners, etc.—(i) The officer commanding an escort of prisoners will be furnished by the jail authorities with a copy of instructions in the vernacular in form No. 165 of schedule XLIV which will be read over to the O./C. of the escort in the presence of the jailor or Deputy Superintendent of the jail. To prevent any misapprehension or mistakes on his part the officer deputed to take charge of an escort should not move without such printed or written instructions as to procedure *en route* from the officer to whom the escort is supplied.

(ii) The jail authorities shall, at the same time, point out to the escort any prisoner who is likely to prove troublesome or dangerous or who may require any special care or attention. The O./C. of the escort shall see that leg shackles and handcuffs are on such prisoners.

(iii) The O./C. of an escort shall satisfy himself that the leg shackles and handcuffs of the prisoners are well secured and fit properly before taking over prisoners from jail officials.

(iv) Before starting he shall search the prisoners to see that they have no string, wire, files, knives or anything secreted about their persons and he shall check all prisoners and their properties with the list made over to him. The same precautions should be taken by relieving and relieved officers whenever an escort is relieved.

343. When special escorts to be given.—A European prisoner and prisoners of a special character of importance in other ways should, when practicable, be escorted by a European police officer and the S. P. shall, in consultation with the jail or magisterial authorities, determine the strength of the guard.

344. Jail officials to accompany prisoners.—(a) When a gang of prisoners exceeds 30 in number a jail official will be sent in charge. He will be responsible for all duties except guarding the prisoners.

(b) When no jail official accompanies the prisoners the O./C. of the guard will be responsible for the following duties :—

(i) To feed the prisoners in accordance with the written instructions given by the Jail Superintendent and to supply water at the halting places.

(ii) To keep the nominal and descriptive rolls and labour tickets of the prisoners.

(iii) To keep in safe custody the clothing, bedding, irons and other property of the prisoners for which a receipt should be given and taken.

(iv) In case of rain, to secure shelter for the prisoners and to enable them to dry their clothes and bedding.

(v) To remove the leather gaiters of prisoners after the day's march and before wading through water. The gaiters should be worn before starting on a march and should be softened when necessary with oil which will be supplied by the Jail Dept.

(vi) In case a prisoner's leg gets chafed, to remove the leg iron from the injured leg and have it rivetted to the wrist of the opposite arm.

(vii) When a jail official is present, to aid that officer in carrying out the above rules.

345. Blankets to be supplied at halting stages.—At recognised halting stages for the night where there happens to be a P. S. or O. P. the Superintendent of the district jail will arrange to have a few old blankets and old sackings kept in the room to be occupied by prisoners. In this same room should be stored in the cold weather and rains a quantity of dry straw. Prisoners on arrival should be made to spread the blanket, bedding and straw in the sun so that they may be kept dry and in serviceable condition.

346. Amount of accommodation for prisoners to be indicated in lock-ups.—At regular halting stages to prevent dangerous overcrowding, each lock-up in which prisoners are accommodated for the night should be measured and the number the room is capable of holding should be printed on the door. Each prisoner should have not less than 9 square feet of sleeping space and 10 square inches of ventilating openings.

347. Rations, etc.—The full daily ration as laid down in form No. 165 of schedule XLIV should be supplied by the Jail Dept. together with an earthen cooking vessel to all prisoners in transit by road or river. The prisoners should carry them as well as their bedding and clothing, provided the whole does not exceed 12 seers in weight. When the distance is great, an allowance will be substituted for the rations. Under no circumstances will police escorts be asked to carry any article belonging to the prisoners or to the Jail Dept. When iron vessels, rations, old baskets and sacks, exceeding the limit of 12 seers, have to be carried, the Jail Dept. will provide and pay the hire of all coolies and carts required. All clothing and bedding of convicts returned to the jail from which they were received shall, in like manner, be carried by a coolie, and paid

for by that Dept. provided there are no prisoners returning with the escort. In the latter case the returning prisoners should be required to carry their clothing and bedding.

348. Length of march.—When convicts proceed the whole or part of their journey by road they should not be marched more than 15 miles in one day.

349. Halts.—Ordinarily, two halts will be permitted in one day to attend to necessary purposes, in addition to the authorised halt to allow the convicts to cook and eat their food. When at any time it becomes necessary to allow convicts to stop for necessary purposes, the whole party must be halted and not more than two convicts at a time detached for such purpose. These men will have shackles put on their legs singly and a light chain attached to them; the handcuffs being then removed. They will be allowed to proceed to a distance of not more than 12 paces from the escort. The halting place should be carefully selected in a clear and open piece of ground,—the handcuffs must not be removed until the leg shackles are securely adjusted and *vice versa*.

350. Handcuffs.—(i) Convicts should be handcuffed during transit. When the number of convicts is four or more they should be handcuffed in pairs and marched to their destination in double rank, a light chain being passed through the rings of the handcuffs up the entire line and down again. The two ends of the chain should be held by the police in the rear. If the number of convicts is so large that the chain cannot be passed up and back the entire line two lines should be formed and two chains used. The handcuffs should not be removed except when the convicts are in court or confined in a place of security or when being made over to a relieving guard which is provided with handcuffs. If leg irons are used, leather gaiters must be provided by the jailor for each convict.

(ii) No convict should be permitted to cover his hands with any portion of his clothing, and care should be taken that no convict picks up a stone or missile or any other articles *en route*.

(iii) Handcuffs or leg irons should not be used in the case of women or of boys under order of detention in a reformatory school, unless there is reason to believe that they will attempt to escape. Convict warders and convict overseers need not be handcuffed. All convicts under sentence of transportation shall be handcuffed and have leg irons with an extra cross bar.

(iv) All convicts of all classes when travelling by rail shall be handcuffed and when necessary will also have leg irons and cross bars imposed. All dangerous or notable prisoners shall, while in transit, be properly ironed. The keys of handcuffs and fetters should be kept by the O./C. of the escort.

351. Fettered prisoners to be conveyed in carts.—Male prisoners when heavily fettered shall invariably be conveyed to and from railway and steamer stations in carts.

352. Segregation.—The segregation of prisoners, etc., travelling by railway is obligatory, whenever—

- (i) Military prisoners are sent ;
- (ii) The aggregate number of prisoners and guards sent exceeds three in number ;
- (iii) Even one prisoner is sent if violent or dangerous ;
- (iv) Insanes, civil or military are sent.

Military prisoners and military insanes will be carried in second class carriages which, being in compartments, will not require to have iron frames attached for purposes of segregation.

N.B.—The term 'prisoners' in this section covers accused persons under trial or travelling for the purpose of undergoing trial, as well as persons who have already been convicted.

353. Reserved accommodation.—(i) When segregation is necessary and no railway prison van is available application for reserved accommodation fitted with iron frames should be made to the railway 36 hours before it is required.

(ii) A sufficient number of iron frames should be provided on each line of railway, the number being based on past demand, and their original cost shall in all cases be borne by the local Govt. concerned and not by the railway. (*Vide Govt. of India, Public Works Dept. Resln. No. 4160-69—R., dated Simla, the 15th November 1877, circulated with Govt. of Bengal No. 3952, dated the 7th December 1877.*)

(iii) Before placing the prisoners in a carriage so fitted the O./C. of the escort will see that the cages are tightly and securely fastened. If any part of the fittings appear to be loose or unsafe the fact should at once be brought to the station master's notice.

(iv) Iron frames are not required for parties not exceeding three in number, women, children, aged, feeble persons, sick or crippled prisoners who have been convicted of minor offences and are not desperate characters, or harmless lunatics.

354. Lamps in railway carriage occupied by prisoners.—The lamps in all railway carriages occupied by prisoners and the police guard shall be kept burning from sunset to sunrise.

355. Railway police lock-ups to be utilised if necessary.—At stations where there is a railway police lock-up all prisoners escorted by the district police may, if a halt is necessary, be placed in the lock-up, the escort providing the sentry.

356. Instruction for escort of prisoners by rail.—(i) Before placing the prisoners in the train the O./C. should examine and satisfy himself that the irons and handcuffs of the prisoners are secure and he should do so again when alighting.

(ii) Prisoners should ordinarily be kept together in one compartment of a third class carriage and should be attended by the escort, two of whom, when there are enough men, should be seated at each door of the carriage. Each man should be careful to keep his arms safely by his side.

(iii) If there is no room for the whole of the escort and the prisoners in one compartment, both escort and prisoners should be divided so that prisoners shall never travel without escorts being in the same compartment and at the doors of it.

(iv) The removal of prisoners from a van or carriage for any purpose will only be allowed with the cognisance and consent of the railway guard in charge of the train.

(v) On the arrival of the train at larger stations the O./C. should alight and see that the police are vigilant and that proper order and discipline is being maintained among the prisoners. If it is necessary to allow prisoners to leave the train for any purpose one man from the guard should be told off to accompany each prisoner. If further assistance should be required, it must be demanded from the railway police. Not more than two prisoners should be allowed out of the train at a time and only one when the escort does not exceed three men.

357. Escorts of prisoners by steamer.—(i) The rules regarding escort of prisoners by rail will, as far as possible, be applicable in case of escort of prisoners by steamer. Prisoners sentenced to more than 6 months' rigorous imprisonment, prisoners pending trial for serious offences who have previous convictions or who are reported to be dangerous should be put in leg shackles as well as handcuffs. At night a light chain should be passed through the fetters of each prisoner and the ends tied to the sentry, or the ends padlocked to stanchions.

(ii) A chain should also be used whenever a prisoner goes to the closet, the end of the chain being passed under the door.

(iii) On river steamers the O./C. of the escort will report all circumstances connected with the convicts in his custody to the commander of the steamer or flat to whom he should apply in all difficulties for advice and assistance, and from whom he will receive all orders necessary for the safe custody and well-being of the convicts.

358. Escorts of prisoners by boat.—The same rules shall apply *mutatis mutandis* as for the escort of prisoners by road, and of treasure by boat.

359. Firing on prisoners.—If a prisoner attempts to escape, an alarm should be raised but the prisoner should not be fired upon. Escorts should be instructed that they are not to fire upon prisoners without orders from the O./C. unless obliged to do so in self-defence.

Under the following circumstances only are escorts justified in firing upon prisoners:—

(i) A murderous attack upon any person, which cannot be prevented by other means and which would place the person or persons attacked in imminent danger of death or injury.

(ii) A combined or forcible attack upon the escort or a combined or forcible attempt to break loose.

360. Escapes.—When an escape takes place from an escort party the O./C. will give prompt notice at the nearest P. S. and proceed with the remaining prisoners. If recapture be not immediately effected the warrant and documents relating to the prisoner and his property shall be returned to the jail whence he was despatched.

361. Loss of property of prisoners escorted.—When clothing or vessels are lost or destroyed through the connivance or carelessness of the escort, the cost of replacing them shall be levied from those of the escort through whose neglect or collusion such loss or injury shall have occurred.

MISCELLANEOUS ESCORTS. (Rules 362 to 366.)

362. Weekly escorts to and from sub-divisions.—(i) An objectionable and unregulated practice of furnishing escorts from P. Ss. on the requisition of sub-divisional magistrates and munsifs has sometimes grown up and Ss. P. should, therefore, where practicable, adopt the principle that all escorts to and from sub-divisional head-quarters be regularly supplied once a week from the reserve. The opportunity will be taken at the same time to arrange for the fortnightly relief of the men employed to guard the sub-divisional treasuries. The system need not be adopted in districts to which it is unsuitable, but Ss. P. are responsible that no waste of power takes place.

(ii) Sub-district police officers should be instructed to issue orders to Os./C. of P. Ss. and O. Ps. in their jurisdiction to send to the court officers all articles that have to be conveyed to district head-quarters, at least one clear day before that fixed for the escort leaving sub-divisional head-quarters on its return journey to the district head-quarters.

(iii) It will be the duty of the court officers to collect and have ready for the escort the articles received from the P. Ss. and O. Ps., the prisoners, treasure, etc., and it will also be their duty to see that carriage is provided by the officers sending treasure and other bulky articles and for prisoners who may not be able to march.

Court officers will pay particular attention to rule 303 about the scale of escorts and when they find that the number of prisoners or the amount of treasure, etc., to be escorted is more than the number of men sent from the reserve are authorised to take charge of, they will at once bring the fact to the notice of the sub-district police officer, who will supplement the guard sent from the reserve with the necessary number of men, whom he will detach from P. Ss., and the responsibility that the guard is strong enough for the duty required from it will rest with him. In the absence of the sub-district police officer the court officer will perform this duty.

(iv) It should be so arranged that the men supplied from the P. S. to keep up the strength of the guard are relieved at the next P. S.

(v) When sub-divisional magistrates require escort parties, other than the regular weekly ones, they should be informed that they are

to indent on the S. P. for such additional escort. On a great emergency arising, the sub-district police officer may furnish an escort on a written order from the sub-divisional magistrate which order must be sent in original to the S. P. after compliance.

363. Escort of lunatics.—The following are the rules for the protection of lunatics in transit to asylums.

(i) The Civil Surgeon, before despatching a lunatic to the asylum for which he is destined, shall furnish a certificate of the actual condition of the patient's health at the time of despatch and a copy of this certificate shall be given to the escort for exhibition to the police authorities on the road, and to the authorities of the asylum on arrival.

(ii) The S. P. shall give the escort their route, which shall in all cases be the most direct or otherwise the best route and the escort shall be directed to call at all the P. Ss. lying on the line of their route. The O./C. of the first station visited (or should the guard pass a civil station *en route*, then the superior police officer at the station) shall, after inspecting the certificate referred to in clause (i) enter upon it the date of the lunatic's arrival and the apparent condition of his health, noticing especially any marks of violence, should there be such. The entry shall at once be copied in the general diary. Should the officer notice any marks of violence, he shall at once carefully investigate how the violence was inflicted, collecting all the available evidence, and reporting the matter to the official superior of the escort and to the asylum authorities, detaining the escort meanwhile if necessary, but forwarding the lunatic, if he is able to proceed. The O./C. of every succeeding station shall act precisely in the same way, with the addition that it will be his duty to inspect, besides the certificate, any entry or entries made upon it under this clause.

(iii) On the arrival of the lunatic at the asylum, the certificate with all the entries upon it shall be carefully examined and compared with the condition of the lunatic and an entry of his state on arrival added to the previous entries on the paper.

(iv) The escort shall not be dismissed from the asylum until the Superintendent has himself seen the lunatic and compared his condition with the certificate which shall then, with the Superintendent's entry on it, be sent direct by post to the Magistrate from whose district the lunatic was despatched. In no case shall the escort be detained for more than twenty-four hours. Should the Superintendent be temporarily absent from the asylum, the certificate should be given by the Overseer or Sub-assistant surgeon or native doctor in charge.

364. Impending arrival of troops to be notified to police.—(a) The Magistrate of a district will invariably, when receiving the indent for supplies for a body of troops about to march through his district, notify the fact of the approaching arrival of the detachment or regiment, as the case may be, to his S. P. intimating to him, at the same time, the

names of the places at which the troops will encamp on the line of march, and the date on which they may be expected to arrive at those places.

(b) The S. P., on receiving this notice, will at once depute an officer with a sufficient body of police to the troops as they enter the district and to remain with them during such time as they are in his district, or until he is relieved by a similar police force from the next district that the troops enter.

(c) If the troops marching through the district are native infantry or cavalry, it will be sufficient to depute a native officer in command of the police. But if these are Europeans, however small the body, a European officer is invariably to be sent on this duty, if any such officer is available; if no European is available in the district application for assistance should be made to the range D. I. G. In the last resort a native Insp. who can speak English must be employed.

(d) The strength of the police will be as follows:—

(i) One European Insp., two head-Consts. and ten Consts. for every English regiment, cavalry and infantry.

N. B.—A party of one head-Const. and five Consts. will proceed in advance with the baggage to the next camping ground, and the European Insp. and one head Const. and five Consts. will remain with the camp.

(ii) For every battery of artillery one European Insp., one head-Const. and six Consts.

(iii) One Sub-Insp., one head-Const., and six Consts. for every native infantry or cavalry regiment.

(e) The O./C. of the police will place himself under the orders of the officer commanding; report himself to the commanding officer morning and evening; will take charge of any native prisoners and will take care that no person of bad character, or wandering tribes of gipsies, be allowed near the camp or line of march. The duty of the police deputed with a regiment on the march is of a preventive and detective kind; they are not as a protection or watch and ward to take care of regiments. Ordinarily the police have no concern with the supplies, etc., that have to be furnished to the troops.

(f) The S. P. will be careful to depute men of tact and judgment on this duty; and Os./C. of P. Ss. and O. Ps. on or near the line of march should be instructed to attend to any requisitions made from the police officer with the troops and be on the alert as to the movements of the bad characters in the neighbourhood of the line of march of the troops. Os./C. of P. Ss. or O. Ps. should call on the officer commanding when in their jurisdiction and enquire if they can be of any assistance to him.

(g) The S. P. should always notify the deputation of his men to the officer commanding the troops by an official letter which should be handed to the officer commanding by the head police officer when reporting his arrival in camp. Similarly, when that officer is relieved by a body of police from another district, he will report himself to the

officer commanding in company with his relieving officer and state the fact of his relief before leaving the camp and marching his party home.

(h) A copy of the instructions issued to the police party should always be attached to the S. P.'s letter.

365. Liquor or opium escort.—(a) Under the arrangements necessitated by the central distillery system the police will escort liquor in bond or opium on transit to the depôts which are formed at most sub-divisional head-quarters.

(b) These escorts will be armed with batons only, and their strength will be fixed according to the scale given below

By land, a man for every two carts.

By water, a man for every boat.

(c) Ordinarily, a head-Const. need not be supplied, but the senior Const. of the party will be in charge, and will give a receipt for the number of casks, crates, cases, or vessels which may be made over to him.

(d) The Board of Revenue will issue instructions that consignments may be so timed as to fall in with existing escort arrangements, so that indents on the police for special escorts may be avoided as far as possible.

366. Escort of prisoners required to give evidence in civil and criminal courts.—The following rules have been sanctioned by Govt. under §§ 42 and 61 of Act III of 1900.

(a) On receipt of an order issued by a court of competent authority under Part IX of Act III of 1900, the O./C. of the jail shall make a requisition on the S. P. for an escort, and the S. P. shall supply such escort, in conformity with the ordinary rules of his Dept.

(b) The O./C. of such escort shall be guided by the rules for escort of prisoners in the performance of his duty and in the treatment of the prisoners under his charge.

(c) All prisoners shall be taken to the court before which their appearance is required by the most expeditious route. Prisoners under sentence for criminal offences shall ordinarily travel on foot; but civil prisoners who are desirous of obtaining, and are willing to pay for the indulgence may be provided with suitable means of conveyance. When a railway is available, all prisoners shall be conveyed by rail under charge of the police escort.

(d) Before any prisoner is made over to the O./C. of the escort the O./C. of the jail shall satisfy himself that the fetters of the prisoner or prisoners to be removed are in order and that each prisoner is supplied with suitable clothing. He shall also make over to the O./C. of the escort copies of the orders of the court under which the prisoners are removed, together with a sum of money for their maintenance and road expenses. Diet-money shall be calculated at a rate not exceeding four annas per diem according to the number of days which the escort will take in going to and returning from the court.

(e) The O./C. of the escort shall give to the O./C. of the jail a receipt for such prisoners as he may receive with a statement of the clothing, etc., in each prisoner's possession, and a receipt for the amount of diet-money or road expenses which has been advanced on their account. Advances required on account of the escort will be made by the S. P. supplying it.

(f) Should there be a jail or lock-up at the place where the court before which the prisoners have to appear is held, the O./C. of the escort shall deliver the prisoners to the keeper of such jail or lock-up, and shall not be responsible for their custody while they are in such jail or lock-up, but shall only be responsible for their custody while escorting them thereto and from such jail or lock-up to the place where the court is held. Os./C. of jails or subsidiary jails to which prisoners may be delivered for safe keeping shall likewise comply with the rules of the Jail Code relating to the receipt of prisoners by transfer.

(g) On the completion of the duty for which the escort was detailed the S. P. supplying it shall, if the presence of the prisoner was required in any civil matter, submit a bill to the court from which the requisition proceeded for the cost of the guard and for the actual expenditure incurred by them on account of carriage by land or water, if the journey is not performed entirely on foot. The cost should be calculated in accordance with the last paragraph of rule II. 98. A separate bill shall also be forwarded by the S. P. for the diet and travelling expenses of the prisoner or prisoners should no advance have been made on this account. To enable him to do so, the O./C. of the jail from which the prisoner was transferred shall furnish him with an account of the expenses incurred.

(h) All sums received in payment of these bills shall at once be paid into the treasury of the district from which the escort started, to the credit of Govt. as a receipt, either to the police or Jail Dept. according as the amount is paid on account of the escort or of the prisoners.

(i) No State prisoner or prisoners under sentence of death shall be removed under Part IX of Act III of 1900 from the jail in which he may be confined without the special sanction of the Govt., provided that in the case of a prisoner under sentence of death, such prisoner may be removed from the jail without such sanction, if his presence is required by a Sessions or High Court, and for the purpose of taking additional evidence in the case under § 428 of the Cr. P. C.

(j) The strength of guard in such case will be as follows :—

1 to 3 prisoners	2 Consts.
4 to 6 „	1 head-Const. and 2 Consts.
7 to 12 „	1 head-Const. 4 Consts.
13 to 18 „	1 head-Const. 6 Consts.
19 to 24 „	1 head-Const. 8 Consts. and so on.

APPENDIX A.

List of books, registers, files, etc., to be kept by the reserve officer.

No.	Name of registers and files.	Authority under which kept up.		Orders with regard to preservation or destruction.
		Rule.	Part.	
1	2	3	4	5
1	Register of candidates	24	III	Five years.
2	Service sheets	35	"	See rule II. 33.
3	Service books	39	"	Ditto.
4	Register of punishment	67	"	Three years.
5	Roster of daily duties	287	"	To be destroyed after completion.
6	Register of disposition of force.	76	"	Permanently.
7	Leave register	89	"	To be destroyed three months after completion.
8	Register of casual leave	86	"	Ditto ditto.
9	Hospital register	100	"	Ditto ditto.
10	Daily register of diet supplied to patients in police hospital.	101	"	Two years.
11	Register of target practice	135	"	To be destroyed a year after completion.
12	District order book	141	"	To be bound and preserved volume by volume.
13	Morning report	142	"	Five years.
14	Gradation list	145	"	Permanently until renewed.
15	Register of incidents other than leave.	146	"	To be destroyed when complete.
16	Register of landed property and relatives.	148	"	Permanently until a new register is made out.
17	Reserve register	149	"	Permanently until renewed or re-written.
18	Ammunition account	150	"	Permanently.
19	Reserve stock book	211	"	Ditto.
20	Register of visiting guards	153	"	To be destroyed on completion.
21	Register showing distribution of arms.	190	"	Permanently.
22	Register of receipt and issue of clothing.	241	"	Two years after completion.
23	The committee report book	"	"	Ditto.
24	The individual clothing ledger.	"	"	Permanently till a new register is made out.
25	Clothing hand book	"	"	Permanently till the man leaves the force.

List of books, registers, files, etc., to be kept by the reserve officer—continued.

No.	Name of registers and files.	Authority under which kept up.		Orders with regard to preservation or destruction.
		Rule.	Part.	
1	2	3	4	5
	<i>Files.</i>			
1	File of nomination rolls . . .	8	III	Two years.
2	Do. verification rolls of Sub-Insp. . .	„	„	Permanently.
3	Do. agreements . . .	26	„	Ditto.
4	Do. verification rolls of Consts. . .	27	„	Ditto.
5	Do. appointment certificates of men going on leave. . .	32	„	To be returned when the man joins.
6	Do. office copy of annual and quarterly report on conduct and qualifications of Insps., Sub-Insp. and ministerial officers. . .	46	„	Two years.
7	Do. dismissal report slips . . .	56	„	Permanently till the dismissed man is dead.
8	Do. Proceedings . . .	66	„	Papers about suspension, degradation, or dismissal affecting preparation of pension rolls to be preserved permanently, others being destroyed after two years.
9	Do. leave applications . . .	88	„	Two years.
10	Do. leave certificates . . .	90	„	Ditto.
11	Do. office copy of monthly abstract of cost of diet supplied to patients. . .	101	„	Ditto.
12	Do. office copy of statement of charges and recoveries. . .	102	„	Ditto.
13	Do. discharge certificates . . .	106	„	Permanently.
14	Do. appointment certificates of discharged men. . .	„	„	See rule 32.
15	Do. office copy of pension and gratuity rolls. . .	110	„	Permanently.

APPENDIX B.

Authorised scale of reserve components allowed for civil police, *vide* Govt. of India, Home Dept. (Police), letter No. 246—254, dated 24th February 1906.

Component.	Per 100 Muskets B. L. 476 bore.	REMARKS.
Bands lower, M. H. R.	2	
Bands upper, M. H. R. II	2	
Blocks breach, M. H. R. II	2	
Blocks catch lever, M. H. R.	4	
Bolts stock, M. H. R. II	2	
Extractors, M. H. R. Pattern C.	2	
Guards trigger, M. H.	2	
Holders rod, M. H.	6	
Indicators, M. H. R. III	4	
Lever breach M. H. R. II	4	
Nuts screw band upper, M. L. M. R.	4	
Pins—		
Axis block, M. H.	6	
Block catch lever	2	
Extractor, M. H.	6	
Stop band lower, M. L. M. R.	2	
Stop band upper, M. H. R.	2	
Stud barrel	2	
Rods cleaning, M. H. R. II	2	
Screws—		
Band lower, M. L. M. R.	4	
Band upper, M. H. R.	2	
Keeper indicator, M. H.	4	
Keeper stop nut M. H.	2	
Spring trigger, M. H.	4	
Swivel trigger guard, M. H.	8	
Trigger, M. H.	4	
Springs—		
Block catch lever, M. H.	2	
Main, M. H.	20	
Trigger, M. H.	10	
Stocks—		
Butt, M. H. R. long II	4	
Fore end, M. H. R., II	2	
Strikers, M. H. R., Mk., II	40	
Swivels band, M. H.	2	
" guard trigger, M. H.	4	
Triggers, M. H.	4	
Tumblers, M. H.	6	
Washers bolt stock, M. L. M. R.	8	
Bayonets—		
Rings locking	2	
Screws	4	

APPENDIX C.

List of armourers' tools, etc., to be supplied to district head quarters of police armed with muskets B. L. 476 inch bore converted from M. H. Rifles, Marks II and III.

Tools and materials.	Quantity.	REMARKS.
WEEDON SECTION.		
<i>C.—Small arm, tools and materials.</i>		
Blocks, depressing lever No.	1	
Braces, armourers'— Mark II or III "	1	
Bits, screw driver— Butt plate, screw "	1	
Stick, cleaning chamber "	1	
Stock bolt, M. H. "	1	
Stop nut "	1	
Cans, oil, lubricating, armourers' "	1	
Claws, regimental, armourers' parallel vice— Wood { Buff lined Pairs	1	
{ Cork lined "	1	
Drifts—		
Fore-end, M. H. Rifle, Mark II No.	1	For muskets converted from M. H. Rifles, Mark II only.
Wire { Large "	1	
{ Small "	1	
Drivers, screw— Armourers' { Large "	1	
{ Small "	1	
Gauges, armourers' dummy, M. H. "	1	Loading not firing position.
Horses, armourers' "	2	
Screws "	2	
Mandrils— Sight protector, M. H. rifle "	1	Also bayonet socket.
Pincers, armourers' Pairs	1	} For repair of stocks.
Pots, glue, ½ pint No.	1	
Rasps, second cut, half round, 9-inch "	1	

APPENDIX C—*contd.*

Tools and materials.	Quantity.	REMARKS.
WEEDEN SECTION— <i>contd.</i>		
C.— <i>Small arm, tools and materials— contd.</i>		
Rods, armourers' cleaning M. H.—		
Rifle No.	1	
Saws, slitting, 7 $\frac{1}{4}$ -inch "	1	
Stakes, armourers'—		
Horns of lever "	1	
Lever, for tumbler "	1	
Sticks, cleaning, chamber, M. H. "	1	
Stones, oil, slips arkansas, small "	1	
Testers, trigger pull, Mark II "	1	
Tools, repairing, bayonet scabbards—		
Blocks, rivetting "	1	For scabbards, bayonet, M. H. converted and M. H. long.
Mandrils, snider set	1	Set of 2 tip and locket for scabbard, bayonet, M. H. converted.
Long No.	1	} For scabbards, bayonet, M. H. long.
Short "	1	
Punches, rivetting—		
Large "	1	For scabbards, M. H. converted and M. H. long.
Small "	1	
Vices, parallel, regimental, armourers' "	1	
SECTION No. 7.		
<i>Tools, Artificers'.</i>		
Chisels—		
Firmer—		
1-inch No.	1	} For repair of stocks.
$\frac{1}{2}$ " "	1	
$\frac{3}{4}$ " "	1	
Files, bastard—		
Half round, 8-inch "	1	
Files, Castard—		
Hand, safe edge, 8-inch "	1	
Pillar, 6-inch "	2	
Three square, 6-inch "	1	

APPENDIX C—concl'd.

Tools and materials.	Quantity.	REMARKS.
SECTION No. 7—contd.		
<i>Tools, Artificers'—contd.</i>		
Files, smooth—		
Flat, 6-inch No.	1	For repair of stocks.
Half round, 6-inch „	1	
Hand, safe edge, 6-inch „	2	
Pillar, 6-inch „	1	
Hammers, rivetting, 4 oz. „	1	
Handles, file, small „	4	
Pliers, flat nose Pairs	1	
Saws, Dovetail, brass back No.	1	
Vices, hand, 16 oz. „	1	
SECTION No. 9-A.		
<i>Oil, paint and chemicals, etc.</i>		
Cloth—		
Emery { No. O sheets	1	For repair of stocks.
„ F „	1	
„ No. 1 „	3	
Class { „ 1½ „	3	
„ 2½ „	3	
Glue, Cawnpore or best town made lbs.	½	

Approximate cost Rs. 107 as. 13 and pies 8 only.

APPENDIX D.

Departmental Stores.

DISTRICT POLICE.

I.—Head Consts' belt.—Leather 2 inches wide by 40 inches long, with a buckle and pin at one end, with a leather tongue behind the fastening to protect uniform. The brass clasp to be circular 2 inches in diameter, as under in outer circle and crown on plain ground in inner circle of clasp, which will be $1\frac{1}{4}$ inches in diameter.



II.—Consts' belt.—The leather to be $2\frac{1}{4}$ inches in width by 40 inches in length from buckle to clasp: buckle and clasp must be just large enough to permit the leather to pass through and something under $2\frac{3}{4}$ inches in length. A tongue of leather 3 inches long from the buckle must be attached to the buckle to protect uniform from contact with the brass belt plate. Two loose leather bands, $\frac{5}{8}$ th inch broad, must be supplied with the leather belt. The clasp to be made so as to fit the $\frac{1}{2}$ inch hook on the belt plate. The clasp should be sewn on to the belt, but the buckle should be loose and only attached to the leather by the pin.

III.—Belt plate for Consts.—Brass $3\frac{1}{2}$ inches \times $2\frac{3}{4}$ inches: the brass attachment through which the leather passes to be behind the belt and out of sight; the hook to be $\frac{1}{2}$ inch broad by $\frac{3}{4}$ inch long and fixed $\frac{3}{4}$ inch from the edge of length of plate. The inscription to be as under :—

EASTERN BENGAL
AND
ASSAM POLICE
DACCA

IV.—Bayonet scabbard.—Of leather to fit bayonet, with brass fittings.

V.—Bayonet frog.—To be 9 inches in length, 2 inches broad at the belt end. The loop must be sufficiently large to permit the belt, clasp and buckle to pass through it easily. At the shoulder the frog to be $3\frac{1}{4}$ inches broad, sloping to 3 inches at the lower end. A strap and buckle to be attached near the shoulder in front to secure the bayonet scabbard.

APPENDIX D—*concl'd.*

VI.—Sling.—To be 44 inches by $1\frac{1}{2}$ inches with leather runners sewn on at one end and thong at the other to pass through two pairs of holes drilled 3 inches apart.

VII.—Baton thong.—To be of leather of 16 inches long, slightly over $\frac{1}{2}$ inch thick, broad at one end which must have a button hole cut out; at the other end a wooden button (or ball), $\frac{3}{4}$ inch in diameter, must be threaded and secured by knot at the end of the thong.

VIII.—Great coat strap.—Should be in pairs. Each 41 inches long, with a buckle at one end and with an additional strap, with buckle, 12 inches long attached, 9 inches from the buckle end.

IX. Ammunition pouches.—To be $6\frac{1}{2}$ inches \times $4\frac{1}{4}$ inches \times 2 inches. To hold 20 rounds of ball cartridge.

X.—Baton for Consts.—Size $20\frac{1}{2}$ inches in length by $1\frac{1}{4}$ inches in diameter in thickest part.

XI.—Kukrees.—The local Govt. has sanctioned kukrees as a special case for arming the Jalpaiguri A.P.R.

XII.—Batons for Head Consts.—Size 18 inches in length by $1\frac{1}{2}$ inches in diameter in thickest part, painted black V.R. in gold letters on red ground, in dark blue garter, edged with gold, surmounted by gold crown on red ground.

XIII.—*Lathis* for Consts.—Of bamboo, 5 feet 2 inches long and 4 and $3\frac{1}{2}$ inches in girth at ends.

XIV.—Oil bottle and case.—According to the pattern of the Mackenzie equipment to fix on the belt.

XV.—Hand cuffs.

XVI.—Steel figures.

XVII.—Lanterns other than hurricane.

XVIII.—Tin or Zinc boxes.

XIX.—Cots.

XX.—Cots, iron.

XXI.—European looks.

XXII.—Scales and weights.

XXIII.—Surveying instruments and drawing apparatus.

XXIV.—Whistles.

XXV.—Gong.

Note.—All accoutrements to be of brown leather.

Camp equipage.

I.—Single pole tent.

II.—Hill tent.

III.—Swiss cottage tent.

IV.—Necessary tent, 4 feet \times 4 feet.

V.—Pals, 160lbs. 14 feet \times 14 feet.

VI.—Tarpaulins, 15 feet \times 10 feet.

FORMS REFERRED TO IN PART III.

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94	Reserve register	156
95	Ammunition account	<i>ib</i>
96	Roll of officers and men who will attain or have passed the age of 55 years	<i>ib</i>
97	Register of visiting guards	<i>ib</i>
98	Report of "	157
99	Command certificate	<i>ib</i>
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102	Register showing distribution of arms	<i>ib</i>
106	Reserve stock book	<i>ib</i>
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108	Indent for uniform required for Head Consts. and Consts.	171
109	Register of receipt and issue of clothing	<i>ib</i>
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111	Individual clothing ledger	<i>ib</i>
112	Clothing hand book	<i>ib</i>
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18	Bed head ticket	149
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ARMY FORMS.		
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Nomination roll for appointment as Sub-Insp. of Police (E. B. and A. Schedule XL (A), Form No. 66):—Referred to in rule 8.

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Name of applicant and caste. 2. Native place (village, <i>thana</i> and district). 3. Postal address to which communication should be sent. 4. Father's name and occupation. 5. Whether the applicant has applied before for the post of Sub-Insp. 6. Date of birth of applicant (see instructions on reverse). 7. Educational qualifications (see instructions on reverse). 8. Schools and colleges where educated. | <ol style="list-style-type: none"> 9. Special qualifications and present occupation, if any. 10. Previous appointments, if any, whether in public or in private service and reasons for leaving them. 11. Names of relations in Govt. service now or in the past and the appointments held by them (the relationship should be stated—only father, grand-father, father's brothers, mother's brothers, wife's brothers and their sons need be mentioned). |
|--|--|

On reverse.

- | | |
|--|--|
| <ol style="list-style-type: none"> 12. Names of persons who can testify to the character of the applicant (see instructions below). 13. Name and designation of officer recommending the candidate (see instructions below). | <ol style="list-style-type: none"> 14. Height and chest measurement of the applicant as ascertained by the S. P. (see instructions below). 15. Recommendation of District Magistrate and S. P. (see instructions below). |
|--|--|

INSTRUCTIONS FOR FILLING IN THE FORM.

The above-mentioned headings are given on the left hand side of the form.

I.—Columns 1 to 11 of the form should be filled in in English by the applicant.

II.—*Column 6.*—If the date of birth does not agree with that given in the Entrance certificate, the discrepancy must be explained.

III.—*Column 7.*—Copies of Entrance or other certificates should be attached to the application. The originals should be produced before the S. P. when called for.

IV.—*Column 12.*—Testimonials may be attached to the form. If copies and not the originals are attached, the latter must be produced before the S. P. when required. The testimonials should include a certificate of moral character from some person who has known the applicant for at least three years and a certificate from the Principal of the school or college in which the applicant has attended during the past 12 months.

V.—*Column 13.*—Should be filled in by the officer named in rule III.8(ii).

VI.—*Column 14.*—Should be filled in by the S. P.

VII.—*Column 15.*—Should be filled in by the District Magistrate and S. P.

Verification roll (E. B. and A. Schedule XL (A), Form No. 67):—Referred to rules 8 and 27.

(To be filled in by the applicant for the post of ——— in E. B. and A. police.)

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Name and caste. 2. Date of birth. 3. Residence (village, Post Office, P. S. and district should be given). 4. Whether married or not; if so, the number of children. 5. Father's name, residence, and past and present occupations. 6. Names of applicant's brothers, of father's brothers and of father-in-law. | <ol style="list-style-type: none"> 7. Whether applicant has ever been accused in a criminal case or has ever been in prison. 8. Whether in debt and whether any civil suits pending against him. 9. Names of relations (if any) in Govt. service, and if so, the appointment held by them (only father, grandfather, father's brothers, mother's brothers, wife's brothers, and their sons need be mentioned). |
|--|---|

10. Names of three persons whom applicant wishes to be his heirs.

11. Names of three referees and their addresses.

(Reverse.)

12. Whether applicant or his wife owns any landed property either solely, jointly, or *benami*; if so, the approximate amount or value should be stated and where situated.

I solemnly declare that the above information is to the best of my belief correct.

* Right thumb mark of the applicant

Left to be affixed in presence of S. P. Signature of applicant.

(to be made in presence of S. P.) Signed in my presence.

Superintendent of Police.

* The unnecessary word should be scored through. Reply of verifying officer who must be not below the rank of Insp. of Police in case of appointments for Sub-Insp. of Police or clerks, and in the case of Head Consts. and Consts. not below the rank of Head-Const. After local enquiry in the latter case the village crime note book and the dismissal report slip file must be examined and a certificate given accordingly.

The report should say whether the applicant's statements contained above are correct, whether he is a respectable man of good moral character and whether he or his near relatives have taken a prominent part in politics or in political associations.

Certificate of health required of a selected candidate for appointment as Sub-Insp. of Police (E. B. and A. Schedule XL(A), Form No. 68).—Referred to in rule 8.

I _____ do hereby certify that I have examined _____, a candidate for employment in the Police Dept.

His age is according to his own statement _____ years, and by appearance about _____ years.

a. General conformation.

b. Vision.

c. Hearing.

d. Lungs.

e. Heart.

f. Liver.

g. Spleen.

h. Hernia, present or absent.

i. Hydrocele, present or absent.

k. Glycosuria, present or absent.

l. Albuminuria, present or absent.

m. Distinguishing marks.

n. Stammering or stuttering, present or absent.

I consider that he is of sound health and good physique, and capable of bearing fatigue and exposure, and that he is fit to enter the service of Govt.

I consider him unfit to enter the service of Govt. for the reason given at

Place

Date

The thumb-impression below was made by the applicant in my presence.

Civil Surgeon of

, or Professor, Medical College.

DATED _____

The _____ day of _____

* Here take thumb-impression in the presence of the Civil Surgeon.

*

Register of candidates (E. B. and A. Schedule XL (A), Form No. 69).—Referred to in rule 24—

- | | | |
|---|---|--|
| 1. Finger-impression to be taken in presence of S. P. | 7. S. P.'s initials and date.
For the Civil Surgeon. | 8. Age. |
| 2. Serial number. | | 9. Vaccinated or inoculated. |
| 3. Name, father's name, caste and residence. | | 10. Remarks, initials and date. |
| 4. Proposed rank. | | 11. S. P.'s order, number of district order and date and initial of reserve officer. |
| Measure-ment. { 5. Height.
6. Chest. | | 12. Finger-impression taken in presence of the Civil Surgeon. |

Medical certificate for employment (E. B. and A. Schedule XLIII, Form No. 44).—Referred to in rule 24.

For details see page 139, Part II.

Agreement (E. B. and A. Schedule XL (A), form No. 70).—Referred to in rule 26.

Agreement.

I, _____, son of _____, of village, in the district of _____ agree to undertake that on being enlisted as a Const. in the E. B. and A. police, I will proceed to whatever district I am posted, and will serve three years in the E. B. and A. police, from the date of joining my district, unless I am discharged or dismissed or certified by a Civil Surgeon to be unfit for such service. If I resign before the expiry of the said three years, I undertake and agree to refund to Govt. the cost of my training and travelling allowance, *i.e.*, my pay for the period I was under training, plus the cost of travelling allowance to join the training school and to join my district.

Witness

1 _____

2 _____

Signed

Dated _____

Appointment certificate (E. B. and A. Schedule XL (A), Form No. 71).—Referred to in rule 29.

Appointment certificate.

District.

_____ has been appointed _____ E. B. and A. police, under Act V of 1861 and is vested with the powers, functions, and privileges of a police officer.

Superintendent of Police.

The 19 .

Service sheet (E. B. and A. Schedule XL (A), Form No. 72).—Referred to in rule 35.

This form is in book size containing 11 pages with different columns as follows:—

Page 1.

Service Sheet of
District number

Page 2.

Roll number.
Name.
Father's Name.
Residence.
Date of birth and of attaining 55 years.
Descriptive roll and left thumb impression.
3 heirs with residence.
Verification roll No. dated
Police provident fund No.

Qualifications with side headings as follows :—

Can read and write in—	Police training school final examina-	
Passed the—Date	tion	Marks
Matriculation		Total
Intermediate	Law with books	
B.A. or B.Sc.	Law without books	
M. A.	P. S. duties	
B.L. or pleadership	Court duties	
Departmental { Law with books	Reserve duties	
	Plan drawing	
	Finger print	
Language	Police portrait	
Finger print	Drill	
First aid to the injured	Riding	
Drill certificate	Gymnastics	
	Grand total	
	Stood out of	

Pages 4 and 5.—These two pages contain information regarding length and description of service under Govt. previous to entering the police with the amount of pay in each case, date of enlistment in the police, of promotion, of suspension, of reduction, of re-instatement, of transfer, of resignation, discharge, dismissal or death. All these are to be shown in following columns :—

1. Record of service (salary of each appointment to be given).
2. Number of district order.
3. Date.

Page 6.—This page contains “leave” with the following three columns :—

Column 1.—Description and period of leave granted.

Column 2.—District order number and date of (a) commencement, (b) return.

Page 7.—This page contains details of rewards which are to be shown in the following three columns :—

1. Rewards with reasons for granting each.
2. Number of district order.
3. Date.

Pages 8 and 9.—Contain details of offences and punishments which are shown in the following columns :—

1. Punishment with reason for awarding each.
2. Number of district order.
3. Date.

Pages 10 and 11.—Contain a record of postings shown under the three following columns :—

1. Post.
2. Number and date of district order.
3. Period divided into (a) from, (b) to.

Annual roll of Insp., Sub-Insp. and ministerial officers (E. B. and A., Schedule XL (A), Form No. 73).—Referred to in rule 46.

- | | |
|--|--|
| 1. Name. | 5. Health, physique and activities. |
| 2. Character and conduct during the past year. | 6. Remarks of District Magistrate or Deputy Commissioner. |
| 3. Whether fit for promotion. | 7. Remarks (showing any alteration in the amount of landed or house property, if any). |
| 4. For what duties best fitted. | |

Annual conduct roll of Insps., Sub-Insps. and ministerial officers
(E. B. and A. Schedule XL (A), Form No. 74).—Referred to in rule 46.

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Name. 2. Rank. 3. Posting. 4. If possessed of landed property, and names of districts in which the property is situated. 5. Districts in which previously employed, length of time in each. | <ol style="list-style-type: none"> 6. Character and conduct during the year. 7. Whether fit for promotion. 8. For what duties best suited. 9. Health, physique and activities. 10. Remarks. |
|--|--|

Dismissal report slip (E. B. and A. Schedule XL (A), Form No. 75).—Referred to in rule 56.

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Name and father's name. 2. Rank. 3. District. | <ol style="list-style-type: none"> 4. P. S. 5. Village. 6. Reason for discharge. |
|--|---|

Proceedings (E. B. and A. Schedule XL (A), Form No. 76).—Referred to in rule 66.

This is in book size form containing 16 pages with the following different headings:—

Covering page.	Proceedings
Instructions for drawing up proceedings. The following sequence will be observed:—	No. _____ of 19 ____.
(1) Name, rank, grade of officer proceeded against.	Against _____
(2) Statement of offence.	Commenced _____
(3) Offence charged to be explicitly set forth (pages 1 to 4).	Concluded by S. P. _____
(4) Evidence in abstract to be recorded. The full statements of witnesses in English or the vernacular being attached to the proceedings (pages 5 to 6).	Concluded by appellate authority _____
(5) Charge explicitly set forth.	Order of S. P. _____
(6) <i>Defence</i> .—This may be recorded in abstract, the full defence being attached (pages 7 to 8).	Date of receipt of order by delinquent _____
(7) Defence evidence if required.	Date of appeal _____
(8) <i>Remarks</i> .—Here record comments on the evidence (pages 9 to 10).	Final order of appellate authority _____
(9) Character of the accused (pages 11 to 12).	
(10) Orders will be recorded in the form prescribed in rule III. 66 (pages 13 to 16).	
(11) Orders, if any, regarding subsistence allowance, service for pension.	

N.B.—If it is decided to prosecute, this will be noted as a preliminary order, the final order being recorded when the judicial proceedings, including appeal, have been disposed of.

S. P.'s order.

S. P.

Dated

A copy of the appellate order will be filed with the proceedings.

Pages 1 and 2 both inclusive, contain the following:—

Name, rank and grade of officer proceeded against.
Statement of offence.

No.	Particulars.
-----	--------------

N.B.—If necessary, additional pages may be added to the guards given in the form.

Pages 3 to 6.—Evidence.

[Evidence in abstract to be recorded. The full statements of witnesses in English or vernacular being attached to the proceedings.]

Charge No.	Particulars.
------------	--------------

N.B.—Additional pages may be attached to the guards, if necessary.

Pages 7 and 8.—Charge.

Charges must be specific. Each charge should be drawn up as the evidence is recorded, separately numbered and should give the date, occasion and nature of the offence committed. A copy of each must either be given to the defaulter or read over to him.

Pages 9 and 10.—Defence.

[This may be recorded in abstract, the full defence and defence evidence, if any, being attached.]

[If the officer charged can write, he should be permitted to submit his defence in writing. In cases of illiterate men, the S. P. may record the defence.]

Charge No.	Plea.
------------	-------

N.B.—Additional pages may be added to the guards if necessary.

Pages 11 and 12.—Remarks and finding.

[Here record comments on the evidence and defence and a separate finding on each charge.]

Charge No.	
------------	--

N.B.—Add additional pages to the guards if necessary.

Page 13.—Character.

Date of enlistment.— Punishment and rewards to be noted.

Page 14.—Order.

[Orders are necessary in cases of suspension as to pay, subsistence allowance, service for pension, etc.]

Charge No.	Order of punishment or otherwise.
------------	-----------------------------------

Page 15.

Order in appeal.

N.B.—Additional pages may be added if necessary.

Register of punishments (E. B. and A. Schedule XL (A), Form No. 77).— Referred to in rule 67.

Punishments with description and date.	Depart- mental.	1. District number, rank, grade and name.	7. Amount of pay recovered for over-staying leave, damaging Govt. property, etc.
		2. Nature of misconduct.	8. Remarks (No. and date of district order and date of deductions, if ordered, to be given).
		3. Suspension with date of commencement and termination.	
		4. Judicial.	
		5. Major.	
		6. Minor.	

Disposition register (E. B. and A. Schedule XL (A), Form No. 79).— Referred to in rule 76.

1. Service sheet number.	5. Date of joining.
2. Rank and grade.	6. Date of transfer, and name of place to which transferred, District order number and initials of S. P.
3. Name.	
4. Residence, <i>i.e.</i> , name of district, if home is in another district, and name of P. S. if a native of the district in which serving.	

Register of casual leave (E. B. and A., Schedule XL (A), Form No. 79A).— Referred to in rule 86.

1. Name, rank and number of officers to whom casual leave has been granted.	4. Date of return to duty.
2. Number of days granted and number and date of district order granting the leave.	5. Remarks. (Here make entry regarding overstayed leave and forfeiture of pay, etc., the number of the bill in which deduction is made should also be stated.)
3. Date on which leave is taken.	

Application for leave (E. B. and A. Schedule II, Form No. 100).— Referred to in rule 88.

For details see page 140, Part II.

Leave register (E. B. and A., Schedule XL (A), Form No. 80).— Referred to in rule 89.

1. Serial number of application.	10. Length and description of leave applied for.
2. Service sheet number of applicant.	11. S. P.'s orders.
3. Rank and number.	12. Address whilst on leave.
4. Name.	13. Date of commencement of leave.
5. District of residence.	14. Date of expiration of leave.
6. Where stationed.	15. Date of return.
7. Date of application for leave.	16. Remarks and district order number.
8. Length and description of last leave.	
9. Date of return from last leave or date of appointment.	

Leave Certificate (E. B. and A. Schedule XL(A), Form No. 81).— Referred to in rule 90.

E. B. and A. POLICE.

LEAVE CERTIFICATE.

District.

— Certified that _____ has leave to be absent from his duties in the _____ police force under Art. _____ of the C. S. R., for the period of _____ from _____ to _____ and to proceed to village _____ in the *pargana* of _____ in the district of _____. He has been paid up to the _____ 191 _____.
He should report his return from leave at _____ on the _____
191, m.

Application for extension should be made so as to reach the S. P. at least a fortnight before the expiration of leave. If no reply is received the applicant must return on above date.

The

191

Superintendent of Police.

(ON REVERSE.)

Certificate.

Reported his return personally to me this day, the

Superintendent of Police.

Sick report (E. B. and A. Schedule XL (A), Form No. 278).—Referred to in rule 99.

SICK REPORT.

(For use by the reserve officer.)

To

THE SUB-ASSISTANT SURGEON

POLICE HOSPITAL.

The following $\frac{\text{officers}}{\text{men}}$ are sent to hospital for examination and treatment, if necessary. Please fill in column 4 and send back the return to me.

Name (and number of Const.), rank and posting.	Date and hour of permission to go to hospital.	Alleged or suspected complaint.	Sub-Assistant Surgeon's report.
1	2	3	4

Dated

The

191

Reserve officer.

Dated

The

191

Sub-Assistant
Surgeon.

Sick report (E. B. and A. Schedule XL(A), Form No. 286).—Referred to in rule 99.

SICK REPORT.

For use by officers not in the head-quarters.

To

THE MEDICAL OFFICER IN CHARGE OF

HOSPITAL.

Dated the 191 .

SIR,

I send herewith for treatment. Kindly return this form to me in due course with the necessary information given on the reverse, or report if in your opinion the ^{officer} _{man} requires to be sent to the head-quarters hospital.

I have the honour to be,

SIR,

Your most obedient servant,

Officer in charge of—

(Reverse.)

I certify that the patient named on the reverse was treated as ^{out} _{in} door patient in the hospital as detailed below.

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Date of admission or commencement of treatment. 2. Date of discharge or cure. 3. Name of disease. 4. Remarks on nature of disease, how induced, whether mild or severe, whether | <p>recovery was complete, whether any particular treatment was adopted. If an accident occurred it should be stated whether it occurred on duty. Medical leave, if any, recommended with duration of each period.</p> |
|---|---|

(Below the statement.)

Forwarded in original to the S. P.—, for favour of entry in the medical history sheet.

Dated the 191 .

Officer in charge of

Dated

The 191 .

Medical officer in charge of— hospital.

Medical history sheet (E. B. and A. Schedule XL(A), Form No. 285).—Referred to in rule 99.

Heading.—Medical history sheet of ^{No.} _{Rank} ——— Name ———

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Name of hospital. 2. Date of admission or commencement of treatment. 3. Date of discharge. 4. Name of disease. 5. Remarks on nature of disease, how induced, whether mild or severe, | <ol style="list-style-type: none"> whether recovery was complete, whether any particular treatment was adopted. If an accident it should be stated whether it occurred on duty. 6. Medical leave, if any, recommended with duration of each period. 7. Signature of medical officer. |
|---|---|

Hospital register (E. B. and A. Schedule XL (A), Form No. 82).—Referred to in rule 100.

- | | |
|--|--|
| 1. Daily serial number. | 6. Date of admission. |
| 2. Number. | 7. Date of discharge. |
| 3. Name and rank. | 8. Remarks and initials of the reserve officer after entry in medical history sheet. |
| 4. Disease. | |
| 5. Initials and orders of the Civil Surgeon. | |

Bed-head ticket (E. B. and A. Schedule XLIII, Form No. 18).—Referred to in rule 100.

Bed-head ticket _____ Dispensary.

Yearly number

19 .

Disease.		Name, age, caste and date of admission.	Constitution and general state on admission.	
Month and day.		Symptoms and particulars of case with results, etc.	Treatment.	Diet.
1	2	3	4	5

REMARKS :—This ticket is to be hung up above the bed of every in-patient and framed in tin or wood. It takes the place of a case-book, and full details of symptom, progress and treatment are to be recorded.

On the termination of each case the ticket is to be filed. The tickets of one year are to be kept together as a record arranged in regular order by date of admission and month. An additional ticket can be used for a patient when one is not sufficient.

Daily register of diet supplied to the patients in the police hospital (E. B. and A. Schedule XL (A), Form No. 83).—Referred to in rule 101.

- | | |
|---------------------|---|
| 1. Serial number. | 5. Order of doctor in charge as to class of diet, etc., prescribed. |
| 2. Const.'s number. | 6. Description of articles supplied. |
| 3. Name of patient. | 7. Cost. * |
| 4. Rank and grade. | 8. Remarks. |

Finger impression slip to accompany an application for pension (E. B. and A. Schedule XL (A), Form No. 86B).—Referred to in rule 112.

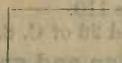
Of left hand _____.



Thumb.



Fore finger.



Middle finger.



Ring finger.



Little finger

Of _____ (pensioner).

late a _____ in the _____.

Taken in my presence,

Signature.

Designation.

Dated _____ the _____ 191 .

* Cost will be calculated at the close of the month.

N. B.—This register will be kept up by a head-Const. or diet sarkar where specially sanctioned.

Monthly abstract of cost of diet supplied to patients in the police hospital (E. B. and A. Schedule XL (A), Form No. 84).—Referred to in rule 101.

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Serial number. 2. Const.'s number. 3. Name, rank and grade. 4. Period in hospital, divided into (a) from, (b) to, (c) total number of days. 5. Cost of diet. | <ol style="list-style-type: none"> 6. Half pay of the patient. 7. Amount deductible from the pay of each patient. 8. Amount borne by the Govt. 9. Remarks showing month in which deductions are made. |
|---|---|

Column 1 to 5, inclusive, will be written up by a head-Const. or diet *sarkar* where specially sanctioned.

Certified to be correct.

Sub-Assistant Surgeon.

Civil Surgeon.

Detailed pay bill of permanent establishment (E. B. and A. Schedule III, Form No. 11).—Referred to in rule 102.

For details see page 178, Part II.

Superintendent of Police.

Statement of charges and recoveries on account of men in the police hospital (E. B. and A. Schedule XL (A), Form No. 85).—Referred to in rule 102.

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Date. 2. Amount drawn. 3. How debited, divided into (a) Police, (b) Govt. | <ol style="list-style-type: none"> 4. Amount recovered from policemen. 5. Balance. 6. Remarks and number and date of pay cheque in which contractor was paid. |
|--|--|

Regular contingent bill (E. B. and A. Schedule III, Form No. 36).—Referred to in rule 102.

For details see page 181, Part II.

Discharge Certificate (E. B. and A. Schedule XL (A), Form No. 86).—Referred to in rule 106.

Certified that the bearer _____ of the _____ district police has been * _____ from police service, and has been paid up to date.

* Discharged or dismissed.

His character during his service of _____ years has been _____.

He ^{may} ~~should not~~ * be re-enlisted in the police.

The _____ 191 .

Superintendent of Police.

Application for pension or gratuity (E. B. and A. Schedule III Form No. 66).—Referred to in rule 110.

For details see form Nos. 25 and 26 of C. S. R.

Quarterly return of pension and gratuity (E. B. and A. Schedule XL (A), Form No. 86A).—Referred to in rule 115.

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Name of the police officer or ministerial or menial officer entitled to pension or gratuity. <p>(Note.—The names of all officers so entitled who retired during the quarter and the names of those who retired previously but whose pension or gratuity have not yet been sanctioned should be given.)</p> <ol style="list-style-type: none"> 2. Date of discharge. | <ol style="list-style-type: none"> 3. No. and date of letter submitting pension or gratuity roll to the I. G. P. 4. Explanation of delay in submitting the rolls (delay of more than 2 months from date of retirements must be explained). 5. Remarks. |
|---|---|

Register of target practice (E. B. and A. Schedule XL (A), Form No. 87).—Referred to in rule 135.

- | | | |
|--|---|---|
| <p>1. Rank and number.</p> <p>2. Name, containing side headings 1 to 10.</p> | <p>3. Points per shot, divided into 1, 2, 3, 4, 5, 6 and 7.</p> <p>4. Total points.</p> | <p>5. Points per shot, divided into 1, 2, 3, 4, 5, 6 and 7.</p> <p>6. Total points.</p> <p>7. Total points in period.</p> <p>8. Upper.</p> <p>9. Lower.</p> <p>10. Remarks.</p> |
|--|---|---|

The following are in the bottom of the form:—

$$\left. \begin{array}{l} \text{Buckshot practice} \\ \text{Volley firing} \end{array} \right\} \frac{\times 1}{\times 2} = \text{Total} \dots\dots$$

Officer superintending the practice.

Date

N. B.—This register is to be filled up as the practice proceeds. An M in red ink is to be entered against each markman's name. The divisions of the target should be measured before the practice begins.

Annual return of target practice (E. B. and A. Schedule XL (A), Form No. 88).—Referred to in rule 138.

- | | |
|---|--|
| <p>1. Number of muskets allotted.</p> <p>2. Total sanctioned strength of head-Consts. and Consts.</p> | <p>3. Number of men practised.</p> <p>4. 50 yards.</p> <p>5. Average per shot.</p> <p>6. 100 yards.</p> <p>7. Average per shot.</p> <p>8. Total score.</p> <p>9. Number of days the practice took place.</p> <p>10. Number of days supervised by S. P.</p> <p>11. Number of days supervised by Asst. S. P.</p> <p>12. Number of days otherwise supervised.</p> |
|---|--|

Ball Practice 7 rounds at each range.

Score at

Buckshot practice 7 rounds at 30 yards.

N.B.—I certify that the practice was fairly and properly conducted and duly supervised in the way detailed above, at targets of the prescribed dimensions placed at the ordered distances. The best shot in the district is _____ and his score is _____ points. There were no ties for the following men tied and the tie has been decided according to the revised rules. The score sheet of the best shot and of the men who tied are herewith attached.

Superintendent of Police.

Dated

the

191

Morning report (E. B. and A. Schedule XL (A), Form No. 89).—Referred to in rule 142.

- | | |
|--|--|
| <p>1. Details of force.</p> <p>2. Monday, the _____ of _____ 191 ,
divided into (a) Insps., (b) Sub-
Insp., (c) Sergeants, (d) Head-
Consts., (e) Consts., (f) Total.</p> <p>3. Tuesday, the _____ of _____ 191 ,
divided into same columns as in 2.</p> | <p>4. Wednesday, the _____ of _____
191 , divided into same columns as
in 3.</p> <p>5. Thursday, the _____ of _____ 191 ,
divided into same columns as in 4.</p> <p>6. Friday, the _____ of _____ 191 ,
divided into same columns as in 5.</p> <p>7. Saturday, the _____ of _____ 191 ,
divided into same columns as in 6.</p> |
|--|--|

Side headings under column 1.

ARMED POLICE RESERVE.

Present and fit for duty (including magazine
guard).

Absent on duty.

TOTAL which should equal sanctioned
strength.

ORDINARY POLICE RESERVE (INCLU- DING ESCORTS AND ORDERLIES).

Force sanctioned—Insp., Sub-Insp., head-
Consts., Consts.

On command at

Ditto

Ditto

Ditto

Ditto

Ditto

On orderly duty.

On miscellaneous duty at head-quarters.

Recruits awaiting despatch to school.

Under suspension.

Sick in hospital.

TOTAL

ABSENT.

On privilege leave.

On sick leave.

On furlough.

On private affairs leave.

On leave without pay.

On casual leave.

Absent without leave.

On deputation to school.

TOTAL

FIXED GUARDS AT HEAD-QUARTERS.

Treasury.

Jail.

TOTAL

EMPLOYED ON OTHER DUTIES.

On court duties at head-
quarters.

Total employed on other duties.

Total employed on all duties.

Total sanctioned strength.

Vacancies.

Excesses.

N.B.—Details of miscellaneous
duties (given in the bottom
of the form).

Force return (E. B. and A. Schedule XL (A), Form No. 90).—Referred to in rule 143.

Page 1.

E. B. and Assam Police.

_____ District.

Monthly return of force as it stood

on the first of _____ 191

Dated _____ 191

Despatched to the D. I. G. on _____

Received by the D. I. G. on _____

Superintendent of Police.

Page 2.

Part I.

1. Distribution.
2. Insp.
3. Sub-Insp.
4. Head-Consts.

5. Sergeants.
6. Consts.
7. Total.

Side headings under column 1.

ARMED POLICE RESERVE.

Present and fit for duty (including magazine guard).

Absent on duty.

TOTAL (which should equal sanctioned strength).

ORDINARY POLICE RESERVE INCLUDING ESCORTS AND ORDERLIES.

Force sanctioned—Insp., Sub-Insp., head-Consts., Consts.

Present and fit for duty at head-quarters.

On command at

Ditto

Ditto

Ditto

Ditto

Ditto

On orderly duty.

On miscellaneous duty at head-quarters.

Recruits awaiting despatch to school.

Under suspension.

Sick in hospital.

ABSENT.

On privilege leave.

On sick leave.

On furlough.

On private affairs leave.

On leave without pay.

On casual leave.

Absent without leave.

On deputation to school.

TOTAL

FIXED GUARDS AT HEAD-QUARTERS.

Treasury

Jail

TOTAL.

On court duty at head-quarters.

On investigation, including patrol post.

On union and town duty.

On court duty at sub-divisions.

On guard duty „ „

Total employed on all duties.

Total sanctioned strength.

Vacancies.

Excess.

Native { Muhammadans,
Hindus.

Foreigners { Muhammadans,
Hindus.

Page 3.

Part II.

MEMO. OF SICK IN HOSPITAL DURING THE MONTH OF _____.

- | | |
|-----------------|--|
| 1. Blank. | 5. Sergeants. |
| 2. Insp. | 6. Consta. |
| 3. Sub-Insp. | 7. Total. |
| 4. Head-Consts. | 8. Daily average of sick of all ranks. |

Side headings under column 1.

Sick remaining at the end of last month.

Sick admitted during the month.

TOTAL

Discharged cured.

Sick leave.

Died.

Remaining.

TOTAL

DETAILS OF VACANCIES AND EXCESSES.

- | | | | |
|--|---|--|--|
| Regular police | { | 1. Rank and grade. | 10. Remarks. <i>N.B.</i> —
State how many extra police were entertained as a preventive measure under § XV, Act V of 1861, and quote the G. O. on the subject and the strength of police received from other districts with name of district. |
| | | 2. Present strength. | |
| Extra police as it stood on last day of the month. | { | 3. Excesses. | |
| | | 4. Vacancies. | |
| | | 5. Sanctioned strength. | |
| | | 6. Present strength. | |
| | | 7. Excesses. | |
| | | 8. Vacancies. | |
| | | 9. Sanctioned strength inclusive of extra police received from other district. | |

Side headings under column 1.

- | | |
|-----------------------|--------------------------|
| Insp., 1st grade. | Head Consta., 1st grade. |
| " 2nd " | " " 2nd " |
| " 3rd " | " " 3rd " |
| " 4th " | Consts. on Rs. 11. |
| Sergeants. | " " 10. |
| Sub-Insp., 1st grade. | " " 9. |
| " " 2nd " | " " 8. |
| " " 3rd " | " " 7. |
| " " 4th " | |
| " " 5th " | |
| | TOTAL |

Total Number of firearms.

Number of swords.

Number of *kookrees*.

Page 4.

Part III.

LIST OF MEN UNDER SUSPENSION DURING THE MONTH OF—

- | | |
|------------------------|-------------------------|
| 1. District number. | 4. Cause of suspension. |
| 2. Name and rank. | 5. Remarks. |
| 3. Date of suspension. | |

The following certificates are given below the form :—

Certified that I have counted the number of arms in store and am satisfied that they have been properly accounted for in the register showing distribution of arms.

Superintendent of Police.

Also

Certified that all approved service stripes and increments due to men have been awarded.

Superintendent of Police.

Gradation list (E. B. and A. Schedule XL (A), Form No. 91).—Referred to in rule 145.

- | | |
|----------------------------|-------------------------------------|
| 1. Service sheet number. | 4. Number of page of service sheet. |
| 2. Name. | 5. Remarks. |
| 3. Date of entering grade. | |

Register of incidents other than leave (E. B. and A. Schedule XL (A), Form No. 92).—Referred to in rule 146.

- | | |
|--|---|
| 1. Service sheet number. | 5. Purport of order passed. |
| 2. Rank and grade. | 6. Nature of casualty and cause of death. |
| 3. Names. | 7. Subsequent orders if any. |
| 4. Date of occurrence with a blank sub-column. | |

Incident return (E. B. and A. Schedule XL (A), Form No. 93).—Referred to in rule 147.

- | | | |
|---|---|--|
| 1. Serial number. | former service and period of suspension) also nature of allowances to be drawn during suspension. | |
| 2. Names of all Insp.s., Sub-Insp.s., Sergeants and ministerial officers. | | |
| 3. Branch of the police to which attached, <i>i.e.</i> , station, court or reserve, giving name of station and court. | | |
| 4. Promoted (give date and rank to which promoted). This includes first appointment. | | |
| 5. Reduced (give date and rank to which reduced). | | |
| 6. Suspended, divided into
(a) from,
(b) to | | |
| 7. Released from suspension (give date and order passed as to | | 8. Died, resigned, dismissed, reduced or invalidated and date. |
| | 9. Transferred (give date and district, or branch of service to which sent). | |
| | 10. Received by transfer (give date and place from which received). | |
| | Leave. { | |
| | | 11. Nature. |
| | | 12. From. |
| | 13. To (fill in when the officer has rejoined). | |
| | 14. Remarks and number and date of range order, if any. | |

N.B.—Names of all Insp.s., Sub-Insp.s., sergeants and ministerial officers who have been employed must be entered in column 2.

Register of landed property and relatives (E. B. and A. Schedule XL(A), Form No. 93A).—Referred to in rule 148.

- | | |
|--|--|
| 1. Name and designation of officer. | 5. How acquired, <i>i.e.</i> , whether by purchase, inheritance or otherwise. |
| 2. Nature of property and extent of interest held. This includes immoveable property as well as shares in any partnership or company doing business as a land mortgage bank. | 6. Date of acquisition. |
| 3. District and P. S. in which the property is situated. | 7. Particulars of connection of the officer with other Govt. officer, or with landholders, pleaders and bankers of the district in which employed or in other districts of the province. |
| Name of the person in whose name held, <i>i.e.</i> , the officer himself, his wife or other members of his family living with or in any way dependent upon him. | 8. Purport and date of receipt of annual report from the officer. |

N.B.—The register need not be kept for head-Consts. One sheet will be allotted to each officer. The sheets of all executive officers will be kept tied up together in one file

and those of ministerial officers in a separate file. In January of each year, each officer will be required to make any additions or alterations which may be necessary in the entries owing to changes which have occurred in the previous 12 months or to testify that no change has occurred. When an officer is transferred to another district, his sheet will be sent to the S. P. of the district to which he is transferred along with his service papers.

Reserve register (E. B. and A. Schedule XL (A), Form No. 94).—Reserve to in rule 149.

Year of	{	1. Serial number.	Educa- tion.	17. Can read and write in
		2. District number.		18. Can sign only.
		3. Name.		19. Illiterate.
		4. Native district and province.		20. Great coat.
	{	5. birth.	Size of	21. Jumper or tunic.
		6. enlistment.		22. Cap.
		7. attaining 55 years of age.		23. Trousers.
		8. Caste.		24. Boots.
Religion.	{	9. Christian.	Date on which ser- vice increments are	25. Last year's target practice.
		10. Bengali.		26. Number and date of district order granting rewards.
		11. Assamese.		(a) due, (b) granted. { 27. Three years.
		12. Nepalese.		28. Ten years.
	{	13. Up-country men and others.	30. Remarks including any punishment or interruption to approved service increments. Drill instruction certificate and qualifications in first aid to the injured, etc.	29. Seventeen years.
		Mahome- { 14. Local.		
		dans. { 15. Foreigners.		
		16. Other creeds.		

Ammunition account (E. B. and A. Schedule XL (A), Form No. 95).—Referred to in rule 150.

Receipts.	{	1. Date of receipt or expenditure.	Expenditure.	6. To whom issued.
		2. From whom.		7. Ball.
		3. Ball.		8. Blank.
		4. Blank.		9. Buckshot.
Description of car- tridges.	{	5. Buckshot.	Description of car- tridges.	10. Remarks and re- ceipts.

NOTE.—Balance should be struck after every transaction whether receipts or issues.

Roll of officers and men who will attain or have passed the age of fifty-five years (E. B. and A. Schedule XL (A), Form No. 96).—Referred to in rule 151.

1. Name.	6. Period of extension now recommended.
2. Rank and grade.	7. Reasons for recommending or for refusing extension and remarks as to the capacity and health of officers and men.
3. Date of attaining the age of 55 years.	8. Orders of the D. I. G. or I. G. P.
4. Date and order of last extension with period.	
5. Date of expiry of last extension.	

Register of visiting guards (E. B. and A. Schedule XL (A), Form No. 97)—Referred to in rule 153.

1. Date.	5. Hour or hours of visiting guards.
2. Name of officers.	6. Initials of S. P.
3. Initials of S. P.	7. Remarks and report of the officer deputed.
4. Initials of officers ordered for duty.	

Column 1 contains the dates of the month as side headings.

Report of visiting guards. (E. B. and A. Schedule XL (A), Form No. (98).—Referred to in rule 153.

I _____ of the _____ police force, do hereby certify that yesterday visited the _____ guards between the hours of _____ and by day, and _____ and _____ by night. I tried the locks of the jail, *hajat*, treasure box of treasury and found all secure (or otherwise) and _____ Consts. on sentry respectively, who were alert (or otherwise). The whole of the guards were present (or otherwise).

The _____ 191 .

Officer on duty.

Command certificate to be carried by police officers deputed on duty (E. B. and A. Schedule XL (A), Form No. 99).—Referred to in rule 157.

No.

1. District and station.
2. Detail of force with name.
3. Where proceeding to.

Date and } 5. Departure.
hour of } 6. Arrival.

4. Description of duty and number of escort requisition, if any.

7. Receiving permission to return with signature of officer giving permission.
8. Remarks. (Date and hour of return to be noted.)

N.B.—If any delay occurs it will at once be detected from the entries in the last four columns, the delinquent brought to task and his explanation taken by the enquiring officer and recorded on the back of the certificate which should then be sent for orders to the S. P.

Proceedings of committee to inspect and pass stores (E. B. and A. Schedule XL(A), Form No. 101).—Referred to in rule 185.

1. Number.
2. Name of stores.
3. Date of receipt.

4. Whence received and by whom supplied.
5. Whether received in thoroughly good order. If not, what defects.
6. Recommendation of committee.

Register showing distribution of arms (E. B. and A. Schedule XL (A), Form No. 102).—Referred to in rule 190.

1. Number sanctioned.
2. Date of issue or return.
3. To whom issued or from whom received.
4. Number with fixed guard.
5. Number with escort.
6. Number with frontier guard.

7. Number with A. P. R.
8. Miscellaneous duties.
9. Reserve in magazine.
10. The number of the arms issued or received back.
11. Remarks showing what arms have been returned, etc.

Reserve stock book (E. B. and A. Schedule XL (A), Form No. 106).—Referred to in rule 211.

Title page.

District.

RESERVE STOCK BOOK.

191 _____ 191 .

Page 1.

RESERVE STOCK BOOK.

Account of all ordnance and departmental stores from the 1st October 191 to the 30th September 191 .

Index.

Articles.	Page.
Arms	
Ammunition	
Armourers' tools	
Component parts	
Accoutrements	
Packing cases and boxes	
Tents	
Tent equipage	
Reserve furniture	
Hospital "	
Boats	
Elephants	

Certified that I have compared this register with the register of issue of arms, the ammunition account register, all ordnance and departmental stores and have found all articles duly accounted for, the balance correct and all exceptions duly entered herein.

1st October 191 . }

Superintendent of Police,

District.

Page 2.

1. Number of voucher and date.
2. From or to whom.
3. and so on for showing different articles.

Side headings under column 2.

RECEIPTS.

Balance 191 —
Total receipts.
Issues.
Total issues.
Balance at date.
Sanctioned scale.

Page 3.

REQUIREMENTS.

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Articles. 2. Unserviceable. 3. Reasons for condemning, what funds there are for replacing, committee report and treasury voucher numbers and dates articles damaged. | <ol style="list-style-type: none"> 4. D. I. G.'s order and treasury voucher numbers, and date of sale proceeds. |
|---|--|

N.B.—The book will contain as many pages as may be necessary for showing all articles (ordnance and departmental). Every alternate page to contain headings as in page 3. For further particulars see the form.

A. F. A. 2.

Gratis.

N. B.—The Form being applicable to any board of officers or committee, or court of inquiry, this blank to be filled in accordingly.

The signature of each officer composing the board, etc., should be attached at the end of the proceedings.

PROCEEDINGS of a*_____

assembled at_____

on the_____

by order of_____

for the purpose of_____

PRESIDENT :

MEMBERS :

The_____having assembled pursuant to order,
proceed to

Reverse.

Certificate when individuals subject to the A. A. or I. A. W. are permitted to make good the loss or damage in whole or in part.

I _____ agree to pay Rs. _____ on account of the above
The men concerned _____
articles to avoid trial by court-martial.

Station _____ Date _____

(Signature of individual or of O. C. if several men are concerned.)

Report of investigating officer and his orders thereon if amount is within his financial powers.

(vide paras. 6 and 10, A. R. I., Vol. III.)

Station _____ Date _____ Signature _____

Remarks _____
Orders _____ of the O. C. of the station.

Station _____ Date _____ Signature _____

Remarks _____
Orders _____ of O. C. the Brigade.

Station _____ Date _____ Signature _____

Orders of Divisional Commander.

Station _____ Date _____ Signature _____

Instructions.

I.—This report will not go beyond the officer competent to deal with the amount at issue, the intermediate authorities entering their recommendations. Even when an individual is permitted to make good a part of the cost of repairs or loss, the report must be disposed of by the officer competent to sanction the total amount of loss or damage.

II.—The value to be inserted in column 4 is the original value or stock book or other fixed rate of the articles lost or condemned. For damaged but repairable articles, two-thirds the stock book rate will be entered, or the cost of repairs, whichever is greater, and for lost unserviceable articles, unless of silver, one-tenth the stock book rate. The amount to be recovered under the orders of the competent financial authority from an individual will be this sum less any authorised deductions—see A. R. I., Vol. III.

The value of ordnance stores to be inserted in column 4 will be as follows :—

- (i) *Serviceable articles lost or prematurely condemned.*—The value as given in the Indian Addendum or if the article is not shown therein, the value given in the War Office Vocabulary converted into Indian currency at the rate of 1s. 4d. to the rupee plus 10 per cent.
- (ii) *Damaged but repairable articles.*—Two-thirds of the serviceable value arrived at as in (i), or the cost of repairs, if greater.
- (iii) *Repairable stores lost.*—Two-thirds of the serviceable value calculated as in (i) above.
- (iv) *Unserviceable stores lost.*—One-tenth of the serviceable value calculated as in (i) above.

III.—When completed by the final sanctioning authority, this form should be returned to the officer with whom it originated to enable him to support the transaction to which it pertains in his accounts.

IV.—The order of the competent financial authority must always be under his own signature.

1	2	3	4	5	6	7
For stores worn out for which disposal orders are required, it should only contain those stores which are entered on that requisition. When stores have lasted for the prescribed period, "T. E." (time expired) will be entered; no explanation will be required in column 6, except when stores have not so lasted, or for which no period of duration is laid down. The supplying officer will return the form with column 7 filled in.	When the form is used to report on discrepancies found at the quarterly comparison of ledgers, column 3 is not required, and columns 4 and 5 should be used respectively to show the office and division ledger balances. The form must be submitted to the executive officer for approval if he himself has not passed the orders in column 7. (See A. R. I., Vol. IV, para. 37.)	When used to report on discrepancies in consignments of stores received from England, the name of the ship and date of sailing must be stated, and the list of discrepancies must be submitted, at once, to the Examiner of Accounts concerned.	When used for the adjustment of ledgers (see A. R. I., Vol. III) it will be attached as a voucher to the stock journal to support the transaction.			

INSTRUCTIONS.

1. When this form is attached (in duplicate) to a requisition for stores to replace others worn out for which disposal orders are required, it should only contain those stores which are entered on that requisition. When stores have lasted for the prescribed period, "T. E." (time expired) will be entered; no explanation will be required in column 6, except when stores have not so lasted, or for which no period of duration is laid down. The supplying officer will return the form with column 7 filled in.

2. When the form is used to report on discrepancies found at the quarterly comparison of ledgers, column 3 is not required, and columns 4 and 5 should be used respectively to show the office and division ledger balances. The form must be submitted to the executive officer for approval if he himself has not passed the orders in column 7. (See A. R. I., Vol. IV, para. 37.)

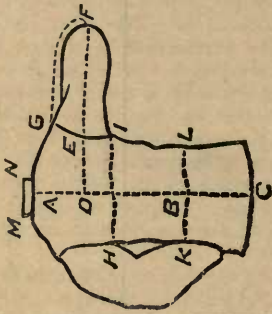
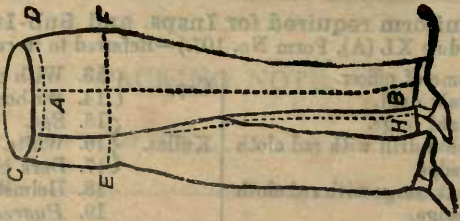
3. When used to report on discrepancies in consignments of stores received from England, the name of the ship and date of sailing must be stated, and the list of discrepancies must be submitted, at once, to the Examiner of Accounts concerned.

4. When used for the adjustment of ledgers (see A. R. I., Vol. III) it will be attached as a voucher to the stock journal to support the transaction.

INSTRUCTIONS.

1. When used otherwise than as an expense voucher, this form will ordinarily be prepared (by the carbon process provided the entries are made by an indelible or special copying pencil) in quadruplicate, one copy being retained as the office copy, and three copies (one receipt and two delivery vouchers) sent to the consignee. The latter will date, sign, and return the receipt voucher to the consignor, retaining the two delivery vouchers to support the entry of the transaction in the store ledger sent to the audit department and in the office copy of the ledger. When a unit is serving outside the audit area in which its store accounts are audited, and it receives from or returns stores to a departmental establishment the accounts of which are audited in another area, the consignor of the stores must prepare five copies and send four (two receipts and two delivery vouchers) to the consignee. The extra receipt voucher will in all cases be sent by the departmental officer concerned to the officer who will audit the store accounts of the unit. But in the case of payment issues of stores which are not required to be accounted for in store ledgers or returns of consignees, only one receipt and one delivery voucher are required.

2. When S. and T. stores issued on payment are shown in this form (see A. R. I., Vol. III), the month's account in which credit will be afforded must be noted on the receipt voucher, and the delivery voucher forwarded in support of the credit so afforded. Until the amount charged has been credited to Government, no protest as to its correctness may be made.

Name of officer.	Number required.									
Name of officer.	Measurement for coats.									
										
	A to B.	B to C.	D to E.	E to F.	F to G.	H to I.	I to J.	J to K.	K to L.	M to N.
	Ft.	Ins.	Ins.	Ins.	Ins.	Ins.	Ins.	Ins.	Ins.	Ins.
Name of officer.	Measurement for overalls.									
										
	A to B.	C to D.	E to F.	G to H.						
	Number required.									

indent for uniform required for Head-Consts. and Consts. (E. B. and A. Schedule XL(A), Form No. 108.)—Referred to in rule 235.

Head-Consts.	Coats	1. Cap.	Consts.	Fringes	17. <i>Pugrees</i> .
		2. <i>Pugrees</i> .			18. Red.
		3. Badge, ordinary.			19. Dark blue.
		4. Badge for railway police.			20. White.
		5. Badge for river police.			21. Dark green.
	Chevrans	6. I.		Blouses	22. Badge for Ry. police.
		7. II.			23. I.
		8. III.			24. II.
	Waist plate.	9. Buttons.			25. III.
		10. Belts.			26. Number plates.
		11. I.		27. <i>Dhoties</i> .	
	Chevrans	12. II.		Chevrans	28. Belts.
		13. III.			29. I.
		14. Ordinary.			30. II.
	Waist plate.	15. Railway.			31. III.
		16. River police.			32. Baton.
		33. District police.			
		34. Railway police.			
		35. River police.			
		36. Baton thongs.			
Head-Consts. and Consts.	Kullas	37. Red.			
		38. White.			
		39. Blue.			
		40. Dark green.			
		41. E. B. and A. P. letters.			
	Knickers	42. Ditto with railway police.			
		43. Ditto with river police.			
		44. I.			
		45. II.			
		46. III.			
		47. <i>Putties</i> .			
		48. Great coat.			
		49. Haversack.			
		50. Undervests or cardigan jackets.			
		51. Hold-alls.			
	Socks	52. Kit boxes.			
		53. Cloth cap of Kilmarnock pattern.			
		54. Dark blue.			
		55. Khaki.			
		56. White <i>pugree</i> .			
		57. Muslin cap.			
		58. White <i>dhoti</i> .			
		59. White coat.			

Register of receipt and issue of clothing. (E. B. and A. Schedule XL(A) Form No. 109.)—Referred to in rule 241.

Receipt.	Head-Consts.	1. Date of receipt.	Receipt.	Consts.	14. <i>Pugrees</i> .
		2. From whom received.			15. Blouses.
		3. Cap.			16. Roll number.
		4. <i>Pugrees</i> .			17. <i>Dhotis</i> (khaki).
		5. Badge.			18. Buttons.
	Chevron	6. Coats.		Chevron	19. I.
		7. Buttons.			20. II.
		8. Over alls.			21. III.
		9. Sash.			22. Blank.
		10. I.			
		11. II.			
		12. III.			
		13. Blank.			

Receipt.	Head-Consts. and Consts.	23. Dark blue.	Receipt.	Head-Consts. and Consts.	Socks	39. Dark blue.
		Kullas { 24. White.				40. Khaki.
		25. Dark green.				41. White
		26. Dark blue.				<i>pugree</i> .
		27. White.				42. Muslin cap.
		28. Dark green.				43. White <i>mar-</i>
		29. Departmental letters.				<i>kin dhotis</i> .
		30. Knickers.				44. White American drill
		31. <i>Putties</i> .				coat.
		32. Great coat.				45. Boots.
		33. Haversack.				46. Blank.
		34. Undervests.				47. Date of issue.
		Cardigan { 35. Dark blue.				48. To whom issued.
		Jackets. { 36. Khaki.				Columns 49 to 93 both
		37. Hold-all.				inclusive are same as 3 to
		38. Kit boxes.				46.

Committee Report. (E. B. and A. Schedule XL (A), Form No. 110).—Referred to in rule 241.

1. Serial number.
2. Date of receipt.
3. Date of original issue in case of returned uniform.
4. From whom received.
5. Nature of articles.
6. Number of articles.
7. Condition of package or box.

8. Condition of articles showing in detail nature of defects if condemned.

9. Remarks and orders.—“Take into stock and issue as required.”—“Bill passed and sent to Actt.”, etc.

Number of page of entry in stock and clothing ledgers under reserve officer's initials.

Signature of each member of the committee.

The individual clothing ledger. (E. B. and A. Schedule XL (A), Form No. 111).—Referred to in rule 241.

1. Name.
2. Number.
3. Date of issue and number of acquittance roll.

Three months. 4. Socks.

Nine months { 5. White coats.
6. Cap (muslin).
7. White *pugree*.

1 year. 8. Boots.

18 months. { 9. Blouses.
10. Knickers.
11. *Putties*.
12. *Dhotis* (khaki).
13. " (*markin*).
14. Coats (khaki).

Two years. { 15. Over-all.
16. *Pugree*.
17. Haversacks.
18. Cardigan jackets.

{ 19. Caps.
20. Sash.
21. Chevron cloth.
22. Fringes.

4 years. 23. Kullas.

6 years. 24. Hold-alls.

Indefinite period. { 25. Great coat.
26. Buttons.
27. Badges.
28. Letters.
29. Chevrons (brass).
30. Number plates.

31. }
32. } Blank.
33. }
34. }

35. Deductions. { Divided into money columns.

36. Remarks, noting manner of disposal and particular of deductions.

Clothing hand book. (E. B. and A. Schedule XL (A), Form No. 112).—Referred to in rule 241.

This is in book size form containing separate pages for boots, ^{caps}*pugrees*, coat, sash, blouses, *dhotis* (khaki), kullas, ^{knickers}*overall*, *putties*, haversack, undervests and cardigan jackets, socks, ^{white}*pugrees*, white coat, white *dhoti*. Belts, baton thongs, hold-alls and great coats are shown in two pages allotting half page for each; and

E. B. and A. P. letters, badge, buttons, chevron, waist plate, number plate, kit boxes and baton given in one page.

Each page is divided into three columns, viz.—

1. Date of issue. | 2. Whether serviceable or new.
3. How disposed of, with date.

The covering page contains the following—

Clothing hand book.

District_____

Name_____

Rank_____

Number_____

(Reverse of covering page.)

1. Every entry should be initialled by the officer responsible for making it and each article should be separately entered.

2. Column 2 should show the value of the serviceable clothing issued, i.e., $\frac{3}{4}$ or $\frac{1}{2}$ price.

3. If any article is issued except to complete the prescribed kit within the period for which it is to last the reason for the issue should be noted shortly and whether the cost has been charged to the officer or Const. concerned.

Issue Form, (E. B. and A. Schedule XL(A), Form No. 113).—Referred to in rule 251.

Head-Consts	{	1. Date of issue.	Consts.	{	24. Baton.
		2. Number.			25. Waist plate.
		3. Name.			26. Baton thongs.
		4. Cap.			27. Kullas.
		5. <i>Pugrees</i> .			28. E. B. and A. P. letters.
		6. Badge, ordinary.			29. E. B. and A. P. letters
		7. Badge, railway.			with railway.
		8. Badge, river police.			30. E. B. and A. P. letters
		9. Coats.			with river.
		10. Buttons.			31. Knickers.
		11. Overall			32. <i>Putties</i> .
		12. Sash.			33. Great coats.
		13. Belts.			34. Haversack.
		14. Chevron.			35. Under vest or cardigan
		15. Waist plate.			jacket.
Consts.	{	16. <i>Pugrees</i> .	Head Consts. and Consts.	{	36. Hold-alls.
		17. Fringes.			37. Kit boxes.
		18. Badges for railway police.			38. Cloth cap of Kilmarnock pattern.
		19. Blouses.			39. Socks.
		20. Number plates.			40. White <i>pugree</i> .
		21. <i>Dhotis</i> .			41. Muslin cap.
		22. Belts.			42. White <i>dhoti</i> .
		23. Chevrons.			43. White coat.
					44. Signature of recipient.

Strike off form. (E. B. and A. Schedule XL (A), Form No. 114).—Referred to in rule 250.

Same as Issue form except the following :—

Column 1. Date of striking off.

„ 44. Remark.

Escort requisition. (E. B. and A. Schedule XL(A), Form No. 117.)—Referred to in rule 294.

No. _____ dated _____ of _____ 191 _____

Escort to _____

To be

at _____ o'clock on _____

of _____ 191_____

Police to have Rs. _____ advanced

to them as travelling expenses.

Name and designation of requisitioning officer:

No. _____

Please furnish a arty of police to escort*

to _____ at _____ o'clock on _____ of 191

The escort will proceed by _____ at _____ on _____ and will
probably be absent _____ days.

Dated,

The _____ of _____ 191_____.

70

THE SUPERINTENDENT OF POLICE,

District. _____

* Here state number of boxes and value of treasure or number of male and female prisoners.

N.B.—Should nothing be said to the contrary, it will be inferred that there is no dangerous prisoner nor any one for whom special arrangement need be made in the party.

ON THE REVERSE OF THE FORM :—

Escort order.

No.

A guard, fully armed and equipped of the strength noted in the margin is deputed under charge of _____ to escort _____ from _____ to _____
The head clerk is directed to make over the advance required under rule II.292 and 319.

Sub-Insp.,
Head-Const.
Const.

Superintendent of Police.

DATED

The of 191 .

Received Rupees _____ on account of advance for travelling expenses of
escort party from _____ to _____

Officer in charge of escort.

DATED

The of 191 .

Returned to the S. P. with the intimation that the railway warrant for the journey was made over to the officer in charge of the escort, all necessary instructions were given to him verbally as well as in writing, and that the party left the lines fully equipped at _____ on _____ to take charge of the prisoner treasure to be escorted.

Reserve officer.

DATED

The of 191 .

Railway warrant. (E. B. and A. Schedule XL (A), Form No. 276).—Referred to in rule 299.

For Railway Company.

No.

District . Police station . Date 19 .

To _____
The Station Master,
Station _____
Please issue * () Third Class Ticket Ordinary _____
_____ by _____ Train
From _____
Tickets _____
To _____ Mail _____

Head Consts.
Consts.

to the marginally
noted Police Officers

Prisoners

Prisoners,
and debit to Govt.

* Enter number in words and figures.

Names.

1
2
3
4
5
6
7
8
9
10

*Purpose of journey.**

1. Escort of prisoners.
2. Escort of treasure weighing maunds seers.
3. Investigation of crime.
4. Transfer.
5. Other duty.

Police officer issuing the warrant.

The following third class tickets from to have been issued and the cost debited to Govt.

Ticket numbers are :—

Amount due Rs. a. p.

Luggage weighing Mds. seers.

Date

Stationmaster.

* Delete as may be necessary.

NOTE.—It must be clearly stated whether the warrant is for a police officer or for a prisoner.

Three forms are used in each case, one for record in the office of issue, one for the S. P. and another for the railway company.

Roster. (E. B. and A. Schedule XL (A), Form No. 116A.)—Referred to in rule 287.

- | | |
|--|--------------------------------------|
| 1. Date | 4. Reports and remarks. Receipts and |
| 2. Name of sentry or sentries | acknowledgments when making |
| 3. Hours divided into (a) from (b) to. | over charge, etc. |

Instruction to officer in charge of escort of prisoners (E. B. and A. Schedule XLIV, Form No. 165).—Referred to in rule 342.

For details see Jail Code.

Index of corrections and additions to Part III of the Eastern Bengal
and Assam Police Manual.

Number of correction slip with date.	Rule added to or cor- rected.	Number of correction slip with date.	Rule added to or cor- rected.	Number of correction slip with date.	Rule added to or cor- rected.

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